

Soma



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Welcome  
to SoMA



## WELCOME TO SOMA

Thank you for choosing SoMA at 25 Water Street, in South Manhattan, New York. We look forward to welcoming you home and exceeding your expectations.

This Welcome Packet provides a summary of all the important information you will need while living at SoMA.

Please review all the included information regarding the process and procedures for coordinating your move as well as essential information regarding operating procedures and insurance requirements.

If you have any questions or concerns, please feel free to contact the management office at **646-380-5825**.



SoMA MANAGEMENT TEAM





## CONTACT LIST

### Building Resident Manager

**William O'Shea**

646-380-5826

[SoMArm@SoMANyc.com](mailto:SoMArm@SoMANyc.com)

### SoMA Concierge / Front Desk

**646-380-5828**

### SoMA Lifestyle Team / LIVunLtd

**646-380-5831**

[SoMALifestyles@SoMANyc.com](mailto:SoMALifestyles@SoMANyc.com)

### Property Management

**Jackie Bruncaj** — General Manager

646-380-5825

[SoMAqm@SoMANyc.com](mailto:SoMAqm@SoMANyc.com)

**Assistant Property Manager**

646-380-5825

[SoMAapm1@SoMANyc.com](mailto:SoMAapm1@SoMANyc.com)

**Yusef Ramadan** — Assistant Property Manager

646-380-5825

[SoMAapm2@SoMANyc.com](mailto:SoMAapm2@SoMANyc.com)

**Lety Berisha** — Administrative Assistant

646-380-5825

[SoMAadmin@SoMANyc.com](mailto:SoMAadmin@SoMANyc.com)



## MOVE IN & DELIVERIES

The building's Administrative Assistant is available to assist with coordinating your move.

Please contact **SoMAadmin@SoMAnyc.com**

To coordinate your move, please follow the instructions below.



[Scan QR code above or CLICK HERE.](#)

## RENT PAYMENT

The preferred method of payment is via ClickPay. Should you need alternate payment methods, please reach out to the property management office to discuss. If you have questions regarding your invoice or if you require a copy of your billing statement, please contact the building's Assistant Manager.

### Register to ClickPay

Please start making your monthly payments online by creating your account below. Set Up Automatic Recurring Payments, Review Your Account, Payment History, Pay Anywhere and Anytime, 24/7/365. An "Account ID" is required and can be obtained by contacting the Assistant Manager [SoMAapm1@SoMANyc.com](mailto:SoMAapm1@SoMANyc.com)



[Scan QR code above or CLICK HERE.](#)

## BUILDING SERVICES VIA BUILDINGLINK

# BuildingLink

SoMA is pleased to introduce BuildingLink to our residents. The information provided on your initial application will be used to create your BuildingLink account.

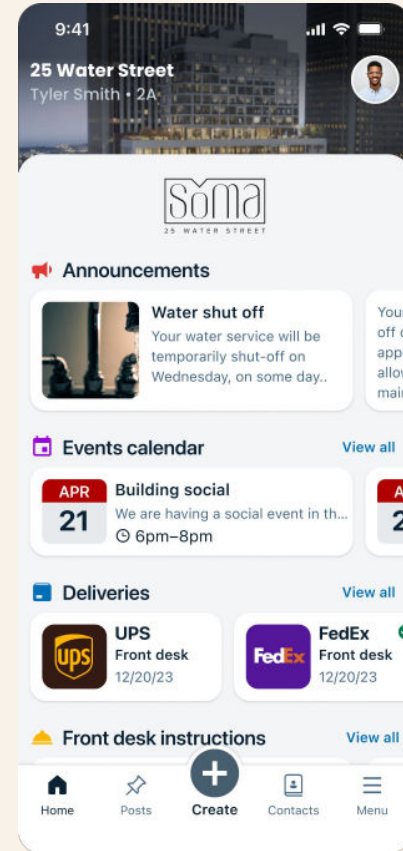
You will have access to a variety of features, including:

- Submitting maintenance building requests
- Reading building management notices
- Viewing and downloading important documents
- Posting notices on the resident bulletin board

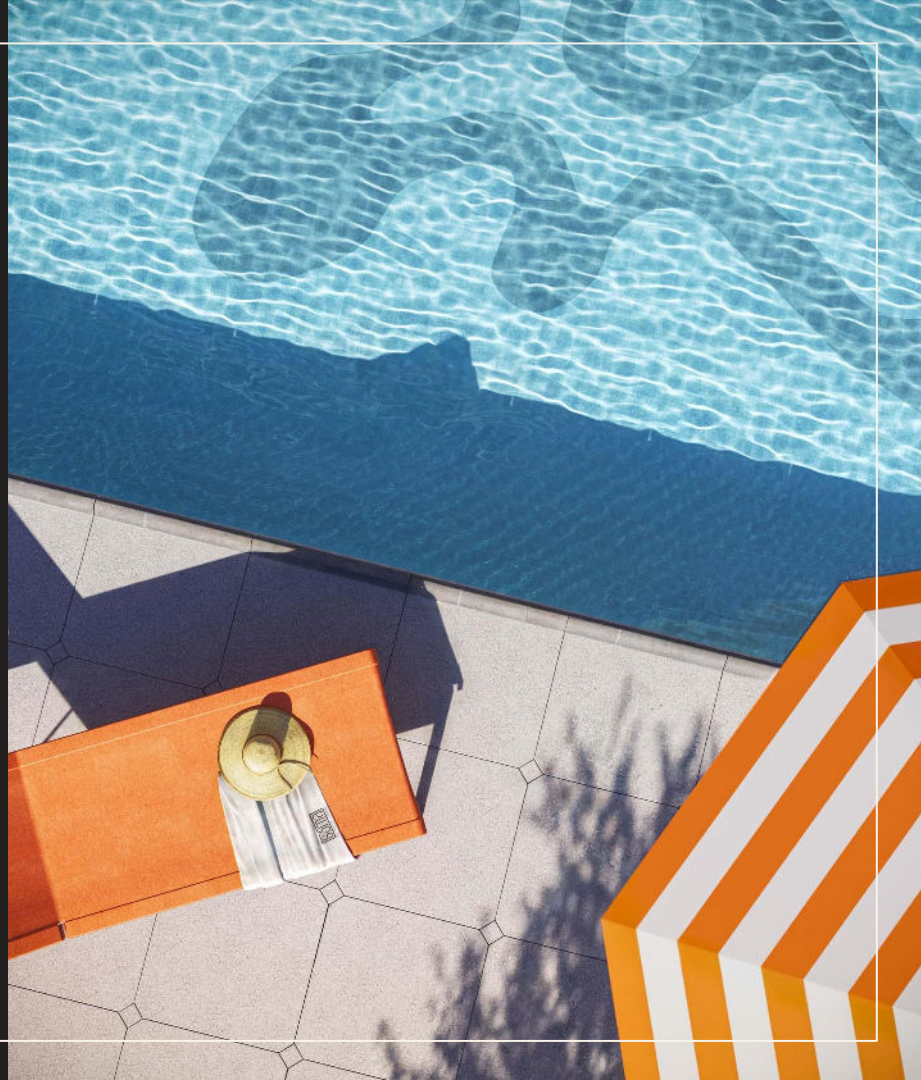
# BuildingLink

[iOS BuildingLink App](#)

[Android BuildingLink App](#)



# Building Information



## LIFESTYLE & AMENITIES

SoMA is excited to partner with LIVunLtd to bring the building's extensive amenity offerings to life. We have assembled a dedicated Lifestyle Team, including an experienced Lifestyle Director and Lifestyle Coordinator, who will oversee the programming and operation of all building amenities.

In addition to managing the amenity spaces, the Lifestyle Team is available to assist residents with a variety of service requests designed to enhance your experience.

### [Floor Plans with Amenities](#)





## General Information

### Keys

Residence keys, mailbox keys, and building fobs can be collected at the management Office between 9:00 AM and 5:00 PM after your lease is signed, and on your lease start date.

If your residence key is lost or stolen, please inform the Concierge immediately. You will need to pay a \$50 fee to SoMA for the replacement of a residence key.

### Lockouts

Lockouts are not classified as emergencies; however, as a courtesy, the building staff will assist with your request. Please note that repeated lockouts will result in a fee.

### Electric Service

Your unit is sub-metered for your electric consumption, and electric charges are included with your monthly billing statement.

## General Information

### Visitor Policy

All visitors must be announced by the Concierge. The policy for granting access to housekeeping services or any non-live-in residents is as follows:

- Residents must authorize access to their unit via Building Link or provide a signed hard copy of the "Permission to Enter" form to the Concierge.
- Keys can be provided to visitors upon the resident's request through the Concierge using the KeyLink system.

All visitors must check in at the Front Desk and be announced by the Concierge. If you prefer a visitor to be sent directly to your residence without prior announcement, please notify the Concierge in advance of their arrival.

For security purposes, no individual—other than a known authorized resident or guest—will be admitted into the building unless they have been properly announced or the resident has provided prior instructions to the Concierge or Management Company to grant immediate access.

Please ensure that anyone living or working in your unit is also familiar with these procedures.

While residents are welcome to have guests stay in their units, short-term rentals or "hoteling" of units is strictly prohibited. This includes platforms such as Airbnb. It is illegal in New York City to rent an apartment for fewer than thirty (30) days. Additionally, SoMA does not permit leases shorter than one (1) year.

## General Information

# Refuse & Recycling

A garbage chute is conveniently located on every floor for residents' use. Please follow these guidelines to ensure proper disposal:

- All regular household garbage must be secured in tied bags before depositing it into the garbage chute.
- Do not throw lit cigarettes, liquids, or loose garbage down the chute.
- If an item does not fit in the chute, it should be left in the refuse room, and the porter should be notified.
- Cat Litter must be double bagged in two garbage bags before disposal.
- Syringes and sharp objects should be placed in a secure container for safe disposal.
- Newspapers, magazines, catalogs, glass, and plastic recyclables should be placed in the designated recycling bins in the recycling room.
- Rinse and dry all recyclable containers before depositing them in the bins.
- Large cartons or boxes should be flattened and left in the refuse room.
- Broken glass should be properly labeled and brought down to the refuse room.
- For assistance with garbage disposal or recycling, please contact the Concierge Desk.



## General Information

### Bicycle Storage Room

Bicycle storage is available subject to a bicycle storage license agreement for a fee of \$20 per month. The bicycle storage room is in the lower level for the exclusive use of residents on a first-come, first-served basis. If no space is currently available, your name will be added to a waiting list. For inquiries or to request a storage space, please contact Management.

Bicycles are required to enter and exit the building via the building service entrance.

**The use of Bicycles, Skates, Skateboards, and Scooters is prohibited anywhere on the Premises.**

### Laundry

Each residence is equipped with its own washer and dryer. Additionally, the building offers a communal laundry room featuring commercial washers and dryers for residents' convenience. Please contact concierge/front desk for information for dry cleaning pick-up and drop-off.



## Smart Systems

### Building-wide Wifi

Wifi is being provided for residents of the [Building by Honest Networks](#).

Subject to the terms of the SoMA Amenities License, Residents may access the Wifi system throughout the Building common areas, Amenity areas and Residents' homes at 25 Water Street. Use of the wifi system is subject to Honest Network's Terms and Conditions, The SoMA Amenities License, The Internet Rider, and the Privacy Rider.

### Smart Thermostats

Wifi controlled smart thermostats are installed in Residents' homes at 25 Water Street. Subject to the terms of the SoMA Amenities License, Residents may download the app from Habitat Technologies to control the thermostat in their home via smartphone.

Use of the smart thermostats is subject to Habitat Technologies' Terms and Conditions, The SoMA Amenities License, and the Privacy Rider. For instructions and further information please [click here](#).

## Insurance

In accordance with building policies, each resident is responsible for obtaining and maintaining the below insurance coverage at their own cost. Copies of any purchased insurance are required to be sent to the building's Administrative Assistant.

### Personal Liability Insurance

- Coverage against all claims for personal injury, death, or property damage (including, but not limited to, loss due to water damage) occurring in, upon, or from the unit.
- Minimum coverage of \$1,000,000 per occurrence and \$2,000,000 aggregate liability.

### Renter's Insurance

The Owner requires you to obtain Renters Insurance with a minimum of \$100,000 of coverage to cover all property and liability claims.

[HERE](#) is a resource that you may find helpful in obtaining Renters Insurance. The Owner has no affiliation with any firms and is providing this information as a courtesy for your reference only.

## Pets

SoMA is a pet-friendly building, welcoming household pets such as dogs, cats, caged birds, and fish. Residents are permitted to have up to two pets up to 75 lbs each, with exceptions, requiring prior approval from the Management Team. Certain dog breeds must also be approved by the Management Team before being allowed in the building.

Pet owners are responsible for cleaning up after their pets both inside their units and in all common areas, including sidewalks and spaces adjacent to the building. Compliance with the New York City Pooper Scooper Law is required, including curbing dogs, picking up after them, and properly disposing of waste. Pets must not soil or disturb building planters, rugs, floors, or furniture.

Pet food containers must be emptied, thoroughly washed, and dried before being placed in recycling bins. Cat litter must be securely enclosed in tightly sealed plastic bags and double bagged before disposal.

All dogs must be kept on a leash at all times while in common areas of the building, including the lobby and residential corridors. Pets are not permitted in amenity areas unless service animals.

Additionally, all dogs must have up-to-date distemper and rabies vaccinations.

