

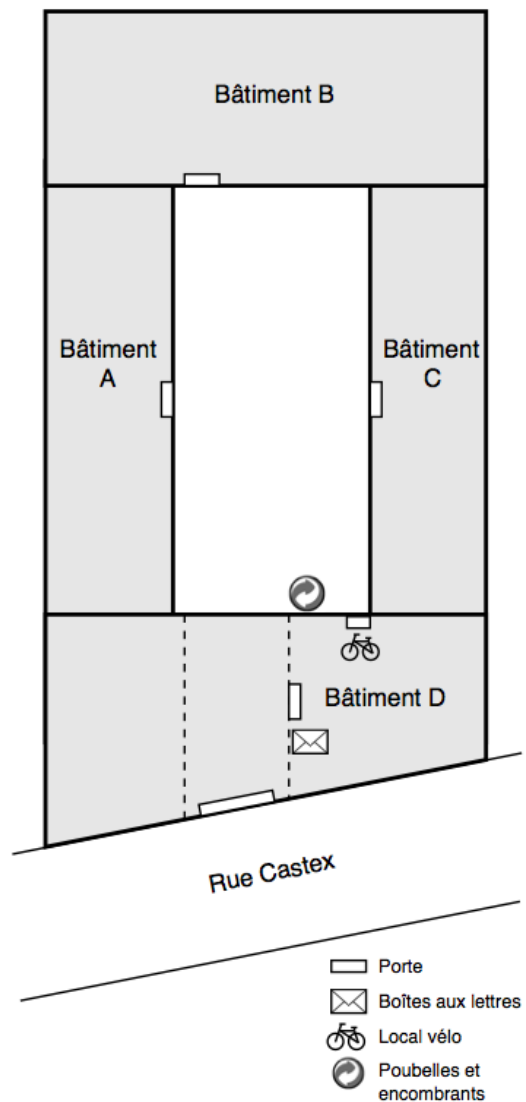


Some advice about your moving in :

- **Vehicle** : if you need to drive in the courtyard to deposit luggage or furniture, please contact the "Conseil Syndical" to open the red street door. key (maximum vehicle size : 2,25 m high, 1,90 m large). Be careful not to hit the fragile marble steps on both sides of the porch.
- **Walls and staircases** : be careful not to damage the walls while you move in. Please sweep the common floor if needed.
- **Cardboards** : if you throw them away, please recycle the cardboard, by putting them folded in the yellow bin (or beside it if they are too big).
- **Bulky items (« encombrants »)** : These are to be put next to the bins, after contacting the « service des encombrants », through their website <http://encombrants.paris.fr> or by calling them (3975). They will come for free and take the bulky items away for free.
- **Recycling** : it is most important that you respect the recycling commands : in the yellow bin, only paper, cardboard, tin. Some plastic items are allowed (it will be written on it) but **please note that plastic bags are not**.

By following this advice, you will be respectful towards your new neighbours :)

Update : december 2016



Contacts :

- **Caretaker / housekeeper** : there is no caretaker. Please send your name, phone number or email to Conseil Syndical.
- **“Conseil Syndical”** : formed by the apartment owners who volunteer to meet every other month and discuss the problems mentioned by the inhabitants. They see that these problems are taken care of. They also prepare the annual resident meeting. Please send us your name, phone and email on : <http://1rueCastex.troude.com/ecrire>

Our website :

<http://1rueCastex.troude.com>

- **“Syndic”** is a property management professional organisation, appointed by the annual co-owners meeting. It is the co-owners legal representative. Once a year (at least) it is accountable for the management of the building. Our Syndic is the Cabinet Craunot S.A.
- **Your neighbours** will be glad to help you and provide information that we missed in this welcoming booklet !

Name-tags :

- **Mailbox** : please fill the online form to get a free mailbox tag with your name on this link <http://1ruecastex.troude.com/etiquette> (it's important to avoid mail reception problems).
- **Intercom** : if you're in A or D buildings, ask the "Conseil Syndical" for your tag on the intercom.

Keys :

Besides your apartment, mailbox, cellar (if you have one) keys, you may need :

- The keys of the bike-storage room (to which you can access from the courtyard (A B C building residents) or from the D building (D building residents))
- Another intercom badge (A or D building Badge interphone supplémentaire (pour le bâtiment A ou D))
- The general cellar key (only if you own a private cellar).

→ please contact the « Conseil Syndical » on <http://1rueCastex.troude.com/ecrire>

If you need to duplicate keys, there is an efficient little shop, located 12/14 rue St Antoine just nearby.

Phone, TV, Internet :

- **TV** : there is no shared TV antenna in the building. You can have a personnel antenna or take out a TV subscription to an internet operator (Orange, Free, Numéricable, SFR...)
- **Phone** : almost all flats are already equipped.
- **Internet access** : optic fiber is available with the following operators : Orange, Free, SFR and Numericable. If you need to access to the fiber "Point de mutualisation", it is located in D building cellar : ask the key to the "Conseil Syndical".

Cellars :

- They are down the stairs of B and D buildings.
- They have no electricity.
- Please do not leave any belongings in the common areas.

Your apartment needs repairing ?

Please note that there are no power sockets in the common areas.

If you need to know where the electric meter or the stop valve ?

→ please contact the « Conseil Syndical » on <http://1rueCastex.troude.com/ecrire>

Urgency :

Police station :

Commissariat central du 4e Arrondissement
27 Boulevard Bourdon - 75004 PARIS
Tel : 01 40 29 22 00 (open 24h/24 7j/7)

15 Emergency medical

17 Police

18 Fire service

112 All urgency

Let's meet !

Join us for our annual aperitif in the courtyard !

While waiting for, please send your contact (email, and/or mobile phone) by sending a message on <http://1rueCastex.troude.com/ecrire>

Thank you.

Le Conseil Syndical