

Following is a sample letter that can be sent to tenants after installation of carbon monoxide alarms. The letter informs tenants of the reason for the installation, what to do in the event an alarm goes off, and outlines tenant responsibilities including their obligation to reimburse owners \$25 for each alarm that is installed.

Dear Tenant:

We have recently installed a carbon monoxide detector(s) in your apartment in accordance with New York City law (Local Law 7 of 2004) effective November 1, 2004.

Carbon monoxide is a colorless, odorless, tasteless and toxic gas that is totally undetectable by human senses. Many people are killed each year by accidental carbon monoxide poisoning. Properly working and installed carbon monoxide alarms can provide an early warning, before deadly gases build up to dangerous levels.

If your CO alarm goes off, stay calm. Most situations resulting in activation of CO alarms are not life threatening, but an early warning of a potential problem.

- *Ventilate the house or dwelling space.*
- *Check to see if any member of the household including pets is experiencing flu-like symptoms.*
- *Call 911 and evacuate the household to a safe location.*

Pursuant to Section 27-2046.1 of the administrative code of the City of New York, occupants of an apartment in which a CO alarm(s) has been installed must reimburse the owner of the apartment in the amount of \$25.00 per device for the cost of such work. Occupants have one year from the date of installation to make this reimbursement.

Occupants are also responsible for maintaining the CO alarm(s) in good repair and must replace any alarm that is stolen, removed, missing or rendered inoperable during occupancy. Occupants must also reimburse owners \$25.00 within one year from the date of installation if an alarm is replaced as a result of occupant's failure to maintain the alarm or if the alarm has been removed or damaged.

If you have any questions about the newly installed CO alarm(s), please contact the management office at (____)_____ - _____.