

**A GUIDE TO LIVING**  
*in*



**HOUSING**

**Department of Real Estate Development and Facilities (RED+F)**

**Real Estate and Housing**

Please note that this document, its updates, and other housing policies and procedures are Riders (“Riders”) to your housing lease (“Lease”) or license (“License”).

### **REAL ESTATE AND HOUSING WELCOMES YOU**

**Maintenance, repairs, furniture, equipment, laundry machines, etc:** If you live in medical center housing and would like to request a repair, please report it first on the Service Request form found in the building lobbies. If you live in one of our leased apartments, report your request in whatever manner your building handles them. For additional information or concerns, contact information for the Property Management supervisors is posted at <http://redaf.med.nyu.edu/real-estate-housing-and-parking/real-estate/property-management/residential/staff-contacts>

**Rent charges, rent accounts, security deposits, refunds, and payroll deduction:** These matters are overseen by a Finance and Administration staff. If you have questions about these matters, write to [redf.finance@nyumc.org](mailto:redf.finance@nyumc.org)

**Housing waiting lists, housing assignments, your lease or license, etc:** Email **Housing Services** at [housing@nyumc.org](mailto:housing@nyumc.org). Our telephone number is 212.263.5025 and our fax number is 212.263.7500. The Housing Services website is <http://redaf.med.nyu.edu/housing>

### **MOVING IN**

Please check with the building superintendent in advance of your move for any restrictions on moving days and hours, and for reserving an elevator. Some buildings, where NYU leases the apartments, may require a certificate of insurance from your movers. A certificate of insurance is not required for the owned buildings: Greenberg Hall, Lipton Hall, Vilcek Hall (334 East 26<sup>th</sup> St.0 or 334 East 25<sup>th</sup> St. Once your move-in date has been scheduled and your lease/license has been signed, please pick up your keys at the designated time and place. Except during the move in days for new students, keys for the owned buildings are picked up from the respective building superintendents. Please do not schedule any deliveries of packages, boxes, furniture, perishables, etc. until after you have moved in. These cannot be signed for or stored by building staff.

Suggestions for moving companies, utilities, furniture, hotels, etc. can be found at <http://redaf.med.nyu.edu/och>

### **Electricity, Telephone and Cable Service**

You are responsible for arranging for telephone, ISP, cable service, and, electricity unless otherwise noted. See below. You must arrange to be at home to supervise installation or service connections.

For electricity service, (except Waterside, 334 East 25<sup>th</sup> Street, and Vilcek Hall), please call Consolidated Edison at 1-800 75-CONED at least three business days in advance of your move. The website is [www.coned.com](http://www.coned.com) In Waterside Plaza, the landlord provides the electricity service and bills apartment occupants. In the 25<sup>th</sup> and Vilcek Hall buildings, electricity service is provided and is included in your rent.

For telephone service and equipment, you can contact Verizon, phone 212.890.2350, <http://www22.verizon.com> AT&T 1-800-205-6268 [www.att.com](http://www.att.com) or any other company of your choice.

Cable television service is provided at Vilcek Hall and 334 East 25<sup>th</sup> St., as is internet service.

For cable television service in Lipton Hall and Greenberg Hall, the provider is Time Warner Cable 212 674 9100 <http://www.timewarnercable.com/nynj>. For cable television service in other buildings, the provider is Time Warner and/or RCN 212 842 7836 <http://www.rcn.com/new-york>. You have been provided with a building information sheet that indicates which provider(s) operate cable service in your building.

Telephone and cable companies offer service packages that can combine telephone, cable, and internet connections into service bundles.

### **Installing Additional Locks**

Residents of on-campus buildings who wish to install additional locks should obtain the prior consent of Property Management (see contact information on page 1) and, if this is approved, provide the building superintendent with a complete set of working keys. Additional locks for apartments in leased buildings will be governed by the building's management policies.

### **APPLIANCES**

Additional appliances, including but not limited to refrigerators, heaters, air conditioners, dishwashers, clothes washers and dryers, etc. may not be used or installed in either owned or leased medical center apartments without written permission.

#### **Refrigerators**

For the most efficient operation, set the temperature control at 5-6. For refrigerators that are not frost-free, you will have to defrost the refrigerator periodically. We suggest emptying the refrigerator, turning it off, and placing pans of hot water inside the freezer. You can use a rubber spatula to break some of the ice. Do not use sharp objects to remove ice, as you may puncture the unit.

#### **Air Conditioners**

Most units have filters that must be rinsed or replaced regularly in order for the unit to cool efficiently. Please check with your superintendent if you have any questions.

### **TRASH DISPOSAL**

Food and non-recyclable trash should be disposed of in the compactor chutes in closed bags. Please do not leave food garbage or food containers (e.g., pizza boxes) on the floor of the trash area as they attract vermin. Follow your building's policies when disposing of aerosol cans, flammable items, clothing, very large or bulky items, cartons, and recyclables. If you have any questions regarding New York City recycling policies or your building's rules, please ask your building superintendent. See also [http://www.nyc.gov/html/nycwasteless/html/recycling/recycle\\_what.shtml](http://www.nyc.gov/html/nycwasteless/html/recycling/recycle_what.shtml)

### **EXTERMINATION**

Service is provided to apartments/units in Medical-Center owned buildings upon request. For other locations, please ask your building superintendent about extermination service.

#### **Bed Bug Information**

In the past few years, there has been a resurgence of reports of bedbugs in New York City – with complaints from luxury apartments, 5-star hotels, and even a theater on Broadway. We occasionally receive reports of a possible case of bed bugs within an apartment. We investigate every report, take precautions to prevent the spread, and treat confirmed problems. To accomplish these objectives, cooperation is critically important and requires a number of steps from all occupants of the apartment or suite. We are aware of the public concern and are monitoring accordingly, but we have not seen nearly the kind of infestation that has been reported elsewhere. If you see a bug and can capture it on a piece of clear scotch tape (uncrushed), it will assist the exterminator in determining what pest is in your room.

Most bed bug bites are initially painless, but can turn into itchy skin welts. These welts do *not* have a red spot in the center, unlike flea or mosquito bites. Although bed bugs are a nuisance, they are not known to spread disease. However, if you have an insect bite and would like it diagnosed, please see your health care professional or student health service.

To report a suspected problem, use the service request form or other service request methods used in your building. NYC Department of Health information: <http://www.nyc.gov/html/doh/downloads/pdf/vector/vector-faq1.pdf>

## **RENOVATIONS**

No renovations, alterations, painting, wall-to-wall carpeting, built-ins, or permanent decorations are permitted in your room or apartment or in public areas without the express written consent of Property Management.

## **DELIVERIES**

Please inform your superintendent in advance if you are expecting delivery of furniture or any large item. Some buildings where we lease apartments may restrict the days and hours for large deliveries. For Medical Center-owned apartments/units, you must be at home to accept large deliveries or perishables, as these cannot be accepted or stored.

## **SAFETY AND SECURITY**

### **Building Access**

- Upon entering medical center-owned buildings, please be prepared to show or swipe your medical center i.d. card and follow other security regulations in your building.
- Please keep yourself and your neighbors safe by following the procedures for guests and other building access. Your guests are not a threat, but strangers entering the building might be.
- Do not lend your i.d. or swipe your i.d. for someone else's access. Please note that fraudulent use of medical center identification is considered a serious security violation.
- If your building's front door or intercom are not working properly, notify your superintendent.
- Never let in a visitor unless you know who it is.
- If you observe any suspicious persons or incidents, call 911.
- Do not leave valuable items or keys in your building lobby for others to pick up, as the building/security staff is not responsible.
- You are urged to keep your room and apartment door locked at all times.

### **Smoke Detectors and Fire Safety**

In accordance with NYC law, each apartment is provided with a smoke detector. Please check the batteries periodically, and change them twice a year. (An easy way to remember – check the batteries each time the clocks are adjusted between daylight savings and standard time.) If you suspect your detector is not working properly and you have changed the battery, report it to your superintendent. Remember, it is against the law to disable smoke detectors.

**Halogen lamps** or fixtures are not permitted in NYU Langone Medical Center housing. Hallways and stairways may not be obstructed by personal belongings.

### **Disposal of Sharps**

There are regulatory requirements for disposal of medical sharps. Any sharps, used or unused, which are inadvertently removed from clinical or research areas must be returned and disposed of properly. Do not throw them down trash chutes or leave them in trash receptacles in your building.

### **No Smoking!**

NYU Langone Medical Center, including its residential buildings and outdoor areas, is a no-smoking campus. In addition to Medical Center policy, refraining from smoking on Medical Center-owned or leased property is an obligation of your housing agreement.

### **Window Guards**

New York City law requires that if children 10 years of age or younger reside in or visit an apartment, the windows must be equipped with window guards to prevent falls from open windows. Please notify Property Management immediately concerning the need for window guard installations, via email at [property.management@nyumc.org](mailto:property.management@nyumc.org) or 212 263-2450. Window guards are designed to help prevent falls from windows; they are not the same as security gates.

### **Lead Paint**

Housing built before 1978 may contain lead-based paint. Lead from paint chips or dust may pose a health hazard if ingested, especially to young children and pregnant women. If you have a child under the age of six, or if you are pregnant, or if you are concerned about the presence of lead paint in your apartment, please notify your superintendent or Property Management, especially if you observe any surfaces with peeling or chipping paint.

### **POLICY ON COUPLES AND FAMILY HOUSING**

A. A couple that presents a valid marriage certificate is eligible to apply for family housing.

B. Engagement to be married does not qualify applicants for family housing, unless the applicant meets family housing criteria through domestic partnership.

Domestic partners are defined as two individuals that living together in a long-term relationship with an exclusive, mutual commitment similar to that of marriage in which the partners agree to be legally responsible for each other's welfare and share financial obligations. To obtain a Domestic Partnership Affidavit and information on registering as a domestic partner, please visit the following website: [http://www.cityclerk.nyc.gov/html/marriage/domestic\\_partnership\\_reg.shtml](http://www.cityclerk.nyc.gov/html/marriage/domestic_partnership_reg.shtml)

To apply for couples/family housing, domestic partners must fulfill the following requirements.

1. Current New York residents must have filed a New York City Domestic Partnership Agreement at the time of application. Those from outside New York City must present to the Housing Office a valid New York City Domestic Partnership Agreement within 30 days after arriving in New York City.
2. Be jointly responsible for each other's common welfare and share financial obligations, as demonstrated by two (2) of the following, which must have preexisted for a minimum of six months prior to occupancy:
  1. A joint mortgage or lease.
  2. Ownership of an active joint bank account, joint credit account, or joint ownership of a home.
  3. Designation of domestic partner as primary beneficiary in a will or trust document.
  4. Assignment of durable property or health care power of attorney to domestic partner.
  5. Designation of domestic partner as beneficiary for life insurance or retirement benefits.
  6. Registered as domestic partners in some other municipality or country.
  7. Proof of prior co-habitation for a period of at least six months.

For children, the eligible housing applicant must provide a valid birth certificate, final adoption papers, or passport indicating the parentage of the child, to the Housing Office.

A qualifying dependent is a person that has been declared as a dependent under the primary occupant's US tax return for tax year before the application for housing. Documentation concerning IRS Qualifying Dependents should be presented to the NYULMC Housing Office. Falsification of documents and records, or failure to report changes in family or couple status are material breaches of the housing License and Lease.

### **MOVING OUT**

Note that the terms of your Lease or License determine how and when you provide notice about moving out and under what circumstances the date may be approved. See your Lease or License and the Terms of Occupancy sections below for students, or employees and faculty. Vacating Notices for students and employees are available online from <http://redaf.med.nyu.edu/housing> or you can stop by and pick up a form at Housing Services.

Please discuss your vacating plans well in advance with your building's superintendent. Inform your movers that the move may take place any day between 9:00 a.m. and 5:00 p.m. in our owned buildings. Some buildings, where our apartments are leased, have more limited moving days and hours, and may require certificates of insurance from the movers—check with your superintendent.

Should you wish to have a referral to NYU's recommended real estate broker, which discounts its commissions for NYU affiliates, see <http://redaf.med.nyu.edu/och> ; you will also find there other information about searching for non-NYU housing, moving companies, neighborhoods and schools, etc.

- ❖ **If your new landlord asks for a reference letter to verify your tenancy and payment history, please contact the Finance & Administration staff at [redf.finance@nyumc.org](mailto:redf.finance@nyumc.org)** Allow several business days for processing, particularly in May and June.

#### **Terminating Utilities**

Prior to your moving out, you are responsible for settling service accounts that you may have with Con Edison, a telephone Company, ISP, and cable t.v. Return any leased equipment to the respective provider. If Con Edison will be turning off your electricity, empty and clean your refrigerator before you leave and leave the door propped open.

#### **Condition of Apartment**

You must return the apartment/housing unit and any NYU furniture, broom clean, and in standard condition and repair. Make sure you remove all personal belongings and trash, and empty and clean your refrigerator and other appliances.

#### **Keys and Access Cards**

Return all keys and access cards to your building's superintendent or security desk when moving out. You will be charged for any card, key, or lock replacement made necessary if these are not returned upon your moving out.

#### **Mail Forwarding**

At Vilcek Hall, 334 East 25<sup>th</sup> Street, Greenberg Hall, and Lipton Hall, first class mail will be forwarded by NYULMC mail staff to your new address for up to three months if you provide Housing Services with a new address. For mail forwarding in other buildings, you must file a change of address notice with the US Postal Service. See [www.usps.com](http://www.usps.com) We urge you to notify your bank, credit card companies, etc. of your change of address to avoid delays in forwarded mail that could lead to late payment charges.

**Students: Continue to page 6. Employees and Faculty: Continue to page 8.**

## STUDENT HOUSING

### GUEST PASSES AND VISITORS

Security officers will deny a visitor access to the residential buildings if the visitor is not accompanied by a student host.

Residents of Vilcek Hall, 334 East 25<sup>th</sup> St, Greenberg Hall, and Lipton Hall that have guests staying for a few days must obtain Guest Passes if the host will not be accompanying the guest at all times. Students may complete the Guest Pass form at Housing Services. We recommend that Guest Pass requests be submitted at least two business days in advance of the guest's arrival. Guest Passes (one for each guest) may be approved for up to 7 days per visit. Each student may request up to two Guest Passes at one time, and up to six non-consecutive Guest Passes per semester. Each guest will be expected to show both the pass and a photo ID card for entry into the building.

### SUBLETS

As a courtesy to single students that need to be away from their NYULMC housing, single students may apply to sublet to a non-matriculated student (that is, not an NYULMC student) or NYULMC affiliate for up to 12 weeks within each housing License term. Students must obtain written permission to the sublet from their roommates, if applicable. In addition to roommates' signatures, the tenant and the sub-licensee are required to sign the sublease agreement. Please visit the Housing web pages at <http://redaf.med.nyu.edu/housing/medstu> or <http://redaf.med.nyu.edu/housing/sackler> for the Sublet Policy and appropriate forms.

### PERSONAL REFRIGERATORS AND MICROWAVES

Students may not bring refrigerators into 334 East 25<sup>th</sup> or Vilcek Hall. The students living in a suite or shared apartment in any building may have one microwave oven in their suite's kitchen. Microwave ovens may not be used in bedrooms.

### NO PETS

Please be reminded that, per your housing License, students are not permitted to keep a pet or pets.

### STUDENT RENTERS INSURANCE

The student housing License includes a requirement for renters insurance covering Licensee's personal property and liability for bodily or personal injury. New York University suggests the following websites among sources for student renters insurance [www.collegestudentinsurance.com](http://www.collegestudentinsurance.com) and [www.nssinc.com](http://www.nssinc.com). Many insurance companies offer renters insurance. NYU is not responsible for damage to or loss of personal belongings.

### STUDENT HOUSING TERMS AND POLICIES (see your License for additional details)

#### Terms of Occupancy

Graduating MD and MDPHD students must vacate by May 31 of their graduation year. Non-graduating students in NYULMC housing have an annual opportunity to terminate their housing as of June 30, by providing thirty days advance written notice. Continuing MD, MDPHD, and Sackler students will be contacted in the spring of each year to confirm that either they will be continuing in housing for the following academic year, or, that they intend to vacate on June 30 of the current year.

**Vacating forms** can be downloaded from <http://redaf.med.nyu.edu/housing/medstu> or <http://redaf.med.nyu.edu/housing/sackler> (these are the same forms, on different web pages).

When you vacate, return your labeled keys to the building superintendent or key drop box in the lobby of each building. Following your moving out, building staff will inspect your vacated space and, absent their advising of any damage charges, any refunds due will be processed and forwarded by the Finance & Administration staff to the address you provide on your Vacating Form. Your Vacating Form has information on other matters; please read it and retain a copy.

#### Rent refunds, security deposits, and payroll deduction

These matters are overseen by a Finance and Administration staff. If you have questions about these matters, write to [redf.finance@nyumc.org](mailto:redf.finance@nyumc.org)

### **GRADUATING MD AND MDPHD STUDENTS**

Return Vacating Forms to Housing Services in hard copy form by April 30 of your graduation year. Your housing charges must be paid in full before you graduate. Due to the housing and academic schedules, you cannot remain in your housing after May 31. If you match for a residency at NYULMC, you still must vacate student housing no later than May 31. The Graduate Medical Education Committee directs Housing Services to give housing priority to new residents coming from out-of-town. Regrettably, you will not receive an offer for NYULMC housing as you begin your residency.

### **SACKLER STUDENTS**

#### **Transfer Requests**

PhD students living in student housing may apply for a transfer waiting list. Transfers are not guaranteed and are not offered between May 1 and August 31 of each year. Priority consideration will be given to those students who have documented a change in family size. Please refer to the Couples and Family housing information on page 4. The Transfer Policy and application form is available at <http://redaf.med.nyu.edu/housing/sackler>

#### **Thesis Defense**

Students must vacate housing within 30 days of their thesis defense. Vacating forms are downloadable from <http://redaf.med.nyu.edu/housing/sackler>

## **EMPLOYEES & FACULTY**

### **RENTERS INSURANCE**

Your lease requires you to have renters insurance to cover your personal belongings and liability. Companies such as <http://www.travelers.com/personal-insurance/renters-insurance/index.aspx> and <http://www.allstate.com/renters-insurance/main.aspx> are only two of many companies that offer renters insurance.

### **TRANSFER REQUESTS**

The Medical Center has a limited number of apartments and we wish there were more to offer. If you want to apply to change your assigned apartment, please complete an application, and your name will be placed on a transfer waiting list. Application forms with information on our rents are available at <http://redaf.med.nyu.edu/housing> Please be aware that transfer waiting lists move very slowly and an offer is not assured.

Information on housing alternatives in the New York area can be found at <http://redaf.med.nyu.edu/och>

### **ELIGIBILITY, LEASE RENEWAL, AND VACATING**

Note that change in your employment title or payroll status can end your housing eligibility and your lease, even if you continue employment with another job title or status. A lease renewal offer, acceptance of rent payments, or payroll deduction of rent, are not confirmations of your continued eligibility.

If, after the first year, you wish to terminate your housing agreement prior to the stated lease termination date, you may request this on a Vacate Form, and you must provide at least thirty days' written notice to Housing Services. Vacating requests are subject to approval. Rent charges can be terminated only as of the end of a calendar month. Vacating forms can be downloaded from <http://redaf.med.nyu.edu/housing/facstaff>

#### **Rent refunds, security deposits, and payroll deduction**

These matters are overseen by a Finance & Administration staff. If you have questions about these matters, write to [redf.finance@nyumc.org](mailto:redf.finance@nyumc.org)