A GUIDE to LIVING in
NYU LANGONE MEDICAL CENTER
HOUSING

Real Estate and Housing housing@nyumc.org

Department of Real Estate Development + Facilities (RED+F)
REAL ESTATE AND HOUSING WELCOMES YOU!

This Guide explains many of the housing policies and procedures that are designed to make NYU Langone Medical Center housing as comfortable and safe as possible. [This document, updates, and other housing policies and procedures are Riders (“Riders”) to your housing Lease (“Lease”) or License (“License”).]

Maintenance, repairs, furniture, equipment, laundry machines, etc.
The maintenance of the residential buildings, facilities, and grounds is a team effort and relies on the resources of Real Estate staff, other departments at the medical center, outside services, and on your cooperation and assistance. If you live in Medical Center-owned housing, your superintendent will explain the procedure for requesting a repair or reporting a maintenance issue. If you live in an NYU Langone-leased apartment, please follow your building management’s procedures for requesting a repair. For additional assistance regarding repairs and maintenance, email the Property Management Supervisors Edward Berman, edward.berman@nyumc.org or Luis Rodriguez, luis.rodriguez@nyumc.org. Their office is at One Park Avenue, 10th floor.

Rent accounts, security deposits, rent payments, refunds, landlord reference letters, and payroll deduction of rent
These issues are overseen by a Finance Operations staff located at One Park Avenue, 10th floor; for information, email redf.finance@nyumc.org.

Housing waiting lists, housing assignments, your Lease or License, etc.
- Email Housing Services at housing@nyumc.org.
- Visit or send postal mail to Housing Services, NYULMC, One Park Avenue, 10th Floor, New York, NY 10016.
- See the Housing Services website at http://redaf.med.nyu.edu/housing. Our posted information and policies are frequently updated.

MOVING IN

Scheduling Your Move-in
NYU Langone owned buildings—Greenberg Hall, Lipton Hall, Vilcek Hall and 334 East 25th St.—do not require a certificate of insurance and moves are permitted all days of the week. Buildings where NYU Langone leases apartments may require a certificate of insurance from your movers, and restrict moves to weekdays. Waterside Plaza management permits moves only on weekends, and requires advance elevator reservations for move-ins, move-outs, and large deliveries.

Keys
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 August move-in days for new students, keys for Greenberg Hall, Lipton Hall, Vilcek Hall and 334 East 25th St. are picked up from the respective building superintendents.

Deliveries Pre-Move-in
Please do not schedule deliveries of packages, boxes, furniture, perishables, etc. until after you have moved in, as building staff cannot accept or store such items for you.

Renter’s Insurance
Your Lease or License requires you to have renters insurance to cover your personal belongings and liability. New York University suggests the following source for student renters insurance https://www.nssi.com, but many insurance companies offer renters insurance.

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 above) 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.

Electricity, Telephone and Cable Service
Unless otherwise noted, you are responsible for arranging for your own telephone, ISP, cable service, and electricity service. When you have accepted an apartment, you will be provided with a building information sheet that indicates which provider(s) offer cable tv and internet service in your building. You must arrange to be at home to supervise any installations or service connections.

For electricity service (excepting Waterside Plaza, 334 East 25th Street and Vilcek Hall), please call Consolidated Edison at 1-800 75-CONED, at least three (3) business days in advance of your move. For more information, Con Ed’s website is www.coned.com. At Waterside Plaza, the landlord provides the electricity service, and bills apartment occupants individually. Payments for electricity usage in Waterside Plaza are made directly to Waterside’s management.

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

Refrigerators
For the most efficient operation, set the temperature control at 5-6. Refrigerators that are not frost-free require manual defrosting periodically. We suggest emptying the refrigerator, turning it off, and placing pans of hot water inside the freezer. You may use a rubber spatula to break up accumulated ice; however, do use sharp implements to remove ice, as you may accidentally damage the freezer.

Air Conditioners
Most air conditioning units have filters that must be rinsed or replaced regularly in order for the unit to operate efficiently. Please contact your superintendent if you have questions about your unit.

TRASH/RECYCLING DISPOSAL
Food and non-recyclable trash should be placed in closed bags and disposed of in building compactor chutes. Please do not leave food garbage or food containers (including pizza boxes) on the floor of trash areas as this attracts 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.

EXTERMINATION
Extermination service is provided upon request.

Bed Bugs
In the past few years, there has been an increase in reports of bedbugs in New York City. The NYC Department of Health offers information: http://www.nyc.gov/html/doh/downloads/pdf/vector/vector-faq1.pdf

We are aware of the public concern and are monitoring accordingly, but we have not seen the kind of infestation that has been reported elsewhere. Real Estate and Housing occasionally receives reports of a possible case of bed bugs in an apartment, and Property Management investigates every report, arranges to treat confirmed cases and takes precautions if necessary to prevent a spread of the problem.

Residents’ cooperation is critically important in this effort, and requires a number of steps from all occupants of apartments or suites where a problem is found to be present. 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. 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, contact your building superintendent or edward.berman@nyumc.org

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 any large item, including furniture. Buildings where NYU Langone leases apartments may impose restrictions on the days and hours when large deliveries are allowed. Residents must be at home to accept large deliveries; and the same applies to perishables, as these cannot be stored by building staff.

SAFETY AND SECURITY

Building Access
Upon entering Medical Center-owned buildings, please be prepared to show or swipe your Medical Center ID card, and to follow other security regulations at your building.

In addition, please help keep your neighbors and yourself safe by following all procedures for the admittance of guests and other non-resident building access. While your guests do not present a threat, strangers entering the building might.

- Do not lend your ID or swipe your ID for someone else, even a friend, to gain access. Medical Center i.d.’s are not transferrable. Fraudulent use of Medical Center identification is a serious security violation.
- Never let in a visitor unless you know who it is.
- If you observe any suspicious persons or incidents, call 911.
- Please do not leave keys or valuable items in your building’s lobby for others to pick up, as the building or security staff cannot be responsible for them.
- Keep your room and apartment door locked at all times.
- If your building’s front door or intercom is not working properly, please report this promptly.

Fire Safety
In accordance with NYC law, each apartment is provided with a smoke detector. It is against the law to disable smoke detectors. Please test the smoke detector periodically, and change the batteries twice a year. (An easy way to remember is to do this each time clocks are adjusted between daylight savings and standard time.) If you have changed the battery but your detector is not working when you test it, report it promptly.

Halogen lamps or fixtures are not permitted in Medical Center housing. Per New York City fire codes, residents may not obstruct hallways or stairways with personal belongings.

Cooking is a leading cause of triggering smoke detectors and false fire alarms. If your smoke detector sounds and there is no dangerous condition, simply open a window to remove the smoke. Don’t open your apartment door to let the smoke enter the hallway, as this may trigger the fire alarm system for the entire building. Repeated false alarms may result in violation citations or delayed responses in the future from the NYFD or tenants not paying attention to the alarm system during a real emergency. Please help prevent this by opening your window, not the apartment door, to vent cooking smoke.
Disposal of Sharps
Regulatory requirements govern the 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 building trash receptacles.

No Smoking
NYU Langone Medical Center is a smoke-free campus, including its residential buildings and outdoor areas. Refraining from smoking on Medical Center-owned or leased property is a requirement of your housing agreement and your employment/enrollment.

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 guards designed to prevent falls from open windows. If you need window guards installed, please notify Property Management immediately via email to Property Management Supervisors Edward Berman, edward.berman@nyumc.org; or Luis Rodriguez, luis.rodriguez@nyumc.org. Please note: Window guards are designed to help prevent falls from windows; they are not security gates.

Lead-Based Paint
Housing built before 1978 might contain lead-based paint. If ingested, lead from paint chips or dust might pose a health hazard, 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. Also, if you observe any surfaces with peeling or chipping paint, please notify your superintendent or Property Management.

POLICY ON COUPLES AND FAMILY HOUSING

Meeting Couples/Family Housing Criteria through Marriage
A couple that presents a valid marriage certificate is eligible to apply for family housing. Engagement to be married does not qualify applicants for family housing, unless the applicant meets family housing criteria through domestic partnership.

Meeting Couples/Family Housing Criteria through Domestic Partnership
Domestic partners are defined as two individuals who live 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 apply for NYU Langone couples/family housing, domestic partners must meet the following criteria:

1. Current New York residents must have a New York City Domestic Partnership Agreement at the time of application. Those from outside New York City must present a valid New York City Domestic Partnership Agreement to the Housing Office within 30 days after arriving in New York City.

2. The partners must be jointly responsible for each other’s common welfare and share financial obligations, as documented by two (2) of the following, (additional to the Domestic Partnership Agreement) which must have preexisted for a minimum of six months prior to occupancy:
   - A joint mortgage or lease
   - Joint ownership of an actively-used bank account, credit account, car or home
   - Designation of domestic partner as primary beneficiary in a will or trust document
   - Assignment of durable property or health care power of attorney to domestic partner
   - Designation of domestic partner as beneficiary for life insurance or retirement benefits
   - Registration as domestic partners in another municipality or country
   - Other proof of prior co-habitation for a period of at least six months
For more information about domestic partnerships in New York City, please visit the following webpage: http://www.cityclerk.nyc.gov/html/marriage/domestic_partnership_reg.shtml.

Children and Qualifying Dependents
For children, the housing applicant must provide with the housing application a valid birth certificate, final adoption papers, or passport indicating parentage of the child.

A qualifying dependent is a person who has been declared as a dependent under the primary occupant’s U.S. tax return for the tax year before the application for housing. Please present documentation concerning IRS Qualifying Dependents to the NYULMC Housing Office.

Falsification of Documentation
Falsification of documents and records, or failure to report changes in family or couple status is a material violation of the Lease/License.

MOVING OUT
Please note that the terms of your Lease or License determine how and when you can provide notice about moving out, and under what circumstances a move-out date may be approved. See your Lease or License and the Terms of Occupancy sections below for students, or employees and faculty.

The respective Vacating Notices for students, employees and faculty are available online at http://redaf.med.nyu.edu/housing.

Once your Vacating Notice is approved, please discuss your vacating plans with your building superintendent or management office. In Medical Center-owned buildings, a move-out can take place any day between 9:00 a.m. and 5:00 p.m. Waterside Plaza and 323 East 14th Street, where the Medical Center leases apartments, have limited moving days and hours; and their managements may require certificates of insurance from the movers. These buildings also require that elevator reservations be made in advance; please contact building management as soon as you know move-out your date has been approved by Housing Services.

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

Payment Reference Letter
If your new landlord requests a reference letter to verify your tenancy and payment history, please write to Finance Operations at redf.finance@nyumc.org. Allow several business days for the account review and letter preparation, particularly during the spring and summer.

Terminating Utilities
You are responsible for settling service accounts that you may have with Con Edison, a telephone company, ISP, or cable TV provider prior to your moving out. Please return any leased equipment to the respective providers. If Con Edison will be turning off your electricity, please empty and clean your refrigerator and leave the refrigerator door propped open before you vacate. At Waterside Plaza, please contact the management office to arrange payment of your final electricity bill.

Apartment Condition
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. Personal items left in the apartment will be discarded.
**Keys and Access Cards**
Please return keys to your building superintendent or lobby desk. At Waterside Plaza, please return keys and access cards to the Waterside management office. If these items are not returned when you vacate, you will be charged for any card, key, or lock replacement made necessary.

**Mail Forwarding**
For those moving out of Vilcek Hall, 334 East 25th Street, Greenberg Hall and Lipton Hall, for three months the new address you provided on the Vacating Notice will be added to your first class mail by mail clerks and then returned to the U.S. Postal Service for forwarding. For mail forwarding in other buildings, you must file a change of address notice directly with the U.S. Postal Service. See [www.usps.com](http://www.usps.com) for more information.

Forwarded mail is not processed by the U.S. Postal Service as promptly as new mail. We urge you to notify your bank, credit card companies, and other institutions in advance of your change of address, to avoid delays in forwarded mail that could lead to late payment charges.

**Refunds**
After confirmation that the apartment has been vacated, left damage-free, and that keys have been returned, Finance Operations [redf.finance@nyumc.org](mailto:redf.finance@nyumc.org) will do a final reconciliation of your account, and request a check for any refund due.
The check will be mailed by Finance Operations to the address you provide on the Vacating Notice.

**Students:** See pages 7 and 8.
**Employees and Faculty:** Continue to page 9.
Housing assurance upon first matriculating:
Students are assured of receiving housing offers when they first matriculate. Students who request to move at later times in their student tenure may apply for housing, but requests will be subject to availability and applicable policies. If you are considering not accepting housing upon first matriculation, or if you are considering vacating and possibly wanting to return to medical center housing at a later time, please be advised that future housing is not guaranteed.

Guest Passes and Visitors
Visitors must be accompanied by student hosts when entering residential buildings. Lobby staff are instructed to deny visitors access if they are not accompanied by student hosts.

At Vilcek Hall, 334 East 25th St, Greenberg Hall and Lipton Hall, guests must present Guest Passes, unless their student hosts are going to accompany them at all times. Guest Passes allow guests access to their hosts’ respective on-campus residential building for short periods when they cannot be accompanied by their hosts. If roommates do not object, Guest Passes may be approved for up to seven days per guest per visit. Guest Passes are not to be used to arrange room rentals or housing for transients, which are not permitted. Those would be material violations of the student housing license, medical center Security policy, and New York City hotel and tax laws.

Each guest pass is for one guest. Each host may request up to six non-consecutive Guest Passes per academic semester for a combined number of days not to exceed thirty, if roommates do not object. Each guest will be expected to show the Guest Pass and matching photo ID for entry into the host’s building. Guest passes do not authorize independent access to other medical center buildings or to facilities requiring a card swipe. Guests will not be provided with card swipe, lockout, or key replacement services.

Completed Guest Pass request forms along with the photocopy of the guest’s photo i.d. may be sent to housing@nyumc.org as separate email attachments. Approved forms will be returned as email attachments. The forms can be downloaded from http://redaf.med.nyu.edu/housing/medstu or http://redaf.med.nyu.edu/housing/sackler

Medical Center Security and Housing Services reserve the right to revise, deny or revoke guest policies or access.

Sublets
Single students may apply to “sublet” their housing spaces to NYU affiliates for up to 12 weeks within each housing License term. Students that share apartments must obtain written permission from their roommates. In addition to roommates’ signatures, the tenant and the sub-licensee are required to sign a sublease agreement. Please visit http://redaf.med.nyu.edu/housing/medstu or http://redaf.med.nyu.edu/housing/sackler to view the Sublet Policy and download the forms.

Personal Refrigerators and Microwaves
Personal refrigerators are not permitted at 334 East 25th Street or Vilcek Hall. Students living in a suite or shared apartment in any building may have one microwave oven in their suite’s kitchen. Microwave ovens and other cooking appliances may not be used in bedrooms.

No Pets
Pets are not permitted in student housing.
**Housing Charges**
Medical students are billed for their housing via the Bursar’s Office, for six months of housing charges each time. The Fall bill includes housing charges for September through February; the Spring bill includes housing charges for March through August, excepting those medical students in the graduating class. Should continuing students vacate as of June 30, or, change their housing assignments during the summer though the housing lottery, revised charges based on the approved move date will be sent to the Bursar for billing adjustments.

MD/PhD and Sackler students are required to pay housing charges via payroll deduction, and to pay by check until the implementation of payroll deduction. Please review your stipend pay stubs.

**VACATING OR RENEWING OCCUPANCY**

**Vacating Notices**
Vacating Notices can be downloaded from [http://redaf.med.nyu.edu/housing/medstu](http://redaf.med.nyu.edu/housing/medstu) or [http://redaf.med.nyu.edu/housing/sackler](http://redaf.med.nyu.edu/housing/sackler) (the same form is available on either web page). The Vacating Notice contains information that is important to the vacating process; please review it thoroughly, and retain a copy. When you vacate, please return your labeled keys to the building superintendent or lobby desk in each building. Please do not leave them in the apartment.

Please also consult the housing License for additional applicable vacating policies.

**Continuing (non-graduating) MD, MD/PhD and Sackler PhD students** have one annual opportunity to terminate their housing as of June 30. Students will be contacted in the spring of each year to confirm that they either will be continuing in housing for the following academic year, or intend to vacate on June 30 of the current year.

**Graduating MD and MD/PhD students** must vacate by May 31 of their graduation year. Please submit a Vacating Notice in hard copy to Housing Services by April 30 of your graduation year. Your housing charges must be paid in full before you graduate.

Due to housing and academic schedules, you cannot remain in your housing after May 31. Even if you match for a residency at NYULMC, you must still vacate student housing no later than May 31. Unfortunately, you will not receive an offer for NYULMC housing as you begin your residency. The Graduate Medical Education Committee directs Housing Services to give housing priority to new residents coming from out-of-town.

**Sackler PhD Students**
**Thesis Defenses:** Students must vacate housing within 30 days of their thesis defenses. Please provide a completed Vacating Notice as soon as the defense date is set.
EMPLOYEES & FACULTY

(See also your Lease and posted policies.)

Transfer Requests
If you want to apply to change your assigned apartment, please complete a new housing application; application forms with information on our rents are available at http://redaf.med.nyu.edu/housing. Once your application is processed, you will be placed on a transfer waiting list. Please be aware that transfer waiting lists move very slowly, and there is no guarantee that an offer will be made. 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 NYU employment with another job title or status. A Lease renewal offer, acceptance of rent payments, or payroll deduction of rent is not confirmation of your continued eligibility for housing.

If after the first Lease Term is completed you wish to terminate your Lease prior to the stated termination date, you may request this on a Vacate Notice. You must provide at least 30 days' advance written notice to Housing Services. Vacating Notices can be downloaded from http://redaf.med.nyu.edu/housing/facstaff. Please note that rent charges can be terminated only at the end of a calendar month.

Rent Billing, Payroll deduction of Rent, and Refunds
These matters are overseen by Finance Operations. If you have questions, please send an email to redf.finance@nyumc.org.

Information on payroll deduction of rent, including an authorization form, can be found here: http://redaf.med.nyu.edu/real-estate-housing-parking/housing/billing-questions.

Please note that there may be delays in Payroll’s initiating or terminating payroll deduction of rent. Please monitor your paycheck stub.