

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

Housing Services One Park Avenue, 5th floor, New York, NY 10016 housing@nyulangone.org

INFORMATION FOR EMPLOYEES: 334 East 25th Street

Information is subject to change.

Your Mailing Address: Your Name, 334 East 25th Street, Apartment # _____, New York, NY 10010

Each apartment in this six floor elevator building has a bathroom, a kitchen, window blinds or shades, one overhead light, vinyl flooring, and seasonal heat and air conditioning. Each kitchen is equipped with a refrigerator, stove (cooker), oven, and sink. Microwave ovens are not provided. There are no storage facilities in the building. Apartments are unfurnished. There is 24-hour staffing in the lobby, and a laundry room. Building residents must carry their NYU Langone identification badges. Apartment lines with numbers ending in -11, -12, -13, and -14 are located on the walk-up side of the five floor building; there is no elevator access.

Tenants using moving companies are required to provide certificates of insurance (COI), emailed in advance of moving in, to Property.Management@nyulangone.org

Pets are not permitted.

Smoking, including e-cigarettes, is not permitted in or around NYU Langone facilities, including its residences.

LATCH is utilized at this building. Please expect a welcome email from LATCH with details regarding keyless access to your apartment. Moves are permitted on weekdays only (Monday through Friday, except holidays) from 9am to 4pm.

Please do not send packages, furniture or other deliveries in advance of your arrival because these cannot be accepted or stored.

Please note that keys, mail and package services are provided only to tenants and family members authorized by NYU Langone Housing Services, as reflected on the building roster. Please be prepared to show photo I.D. as requested.

Packages are distributed via the package room at 334 East 26th Street (Vilcek Hall), located on the 2nd floor - Room 201. The package room hours are Monday-Friday (except holidays) 8:00 am to 9:00 pm, and Saturdays, 10:00 am to 6:00 pm (closed for lunch on Saturdays from 1:00 pm to 2:00 pm). You must provide your email address to the package room for notifications. Questions about packages can be directed to: vilcek@sbmnyc.com

The building superintendent is Angel Ortega (212) 725-3113 Angel.Ortega@nyulangone.org
Lobby Security desk telephone number: (212) 725-3110

Property Management supervises the staff, repairs and maintenance activities in your building. If you need help that your superintendent can't provide, please contact Property.Management@nyulangone.org

If you have **questions about your rent payment account or payroll deduction of rent**, please contact the Finance Operations staff REDF.finance@nyulangone.org

Utilities: Electricity, WiFi, and NYU Campus Cable television are provided at no additional charge. Water and gas are provided. **Wireless network:** LMC Mobile. You will need to log in with your NYU Langone email user name.

For assistance, please contact the IT help desk, (212) 263 6868, or #helpdesk@nyulangone.org

Unloading a vehicle can be challenging due to traffic flow and regulations. NYU Langone does not control parking or standing regulations. We suggest that someone stay with the vehicle at all times.

Nearby Public Parking Facilities

Icon West Plaza:	301 East 26 th St, across the street from Vilcek Hall
Imperial Parking:	300 East 25 th St, left turn from First Ave.
Icon Kips Bay Parking:	240 East 27 th St, left turn from First Ave.
Charles Parking:	200 East 27 th St, left turn from First Ave.