



A GUIDE to LIVING in NYU LANGONE HOUSING

Rider (“Rider”) to Lease or License

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

REAL ESTATE & HOUSING WELCOMES YOU!

This document, updates, and other housing policies and procedures are Riders (“Riders”) to your housing Lease (“Lease”) or License (“License”). This Guide describes many of the housing policies and procedures that are designed to make NYU Langone housing as comfortable and safe as possible. All policies and procedures are subject to revision, according to NYU Langone’s requirements and responsibilities.

RED+F Finance Operations-Housing, One Park Avenue, 5th floor, New York, NY 10016 redf.finance@nyulangone.org oversees rental accounts and payments, payroll deduction of rent, security deposits, refunds, and landlord reference letters.

Medical students’ housing charges are billed via the NYU Bursar for Fall and Spring terms.

For non-graduating medical students, the Fall bill includes housing charges for September through February (6 months), while the Spring bill covers housing charges for March through August (6 months).

Graduating medical students in their last year will have a Fall housing billing term covering September through January 15 (4.5 months); the Spring housing billing period will cover housing charges for January 16 through May 31 (4.5 months). May 31 is the last day to remain in NYU Langone housing.

If a medical student changes NYU Langone housing during one of these billing periods, that information will be submitted to the Bursar for adjusted billing.

MD-PhD students and Sackler Institute of Graduate Biomedical Sciences students will receive monthly invoices via email. They are required to pay their monthly housing charges via payroll deduction from their stipend checks. Until payroll deduction begins, please see the information on the invoice regarding paying your rent online. Related questions can be directed to: redf.finance@nyulangone.org

Faculty and staff rent payments: You will receive monthly invoices via email; please see the information on the invoice regarding paying your rent online. If you wish to pay by check, please make it payable to NYU Langone Health and mail it to: RED+F Finance Operations-Housing, One Park Avenue, 5th Floor, New York, NY 10016. Please be sure the check references the tenant’s name, building, and apartment number. Bank payments should include the tenant’s account number.

To initiate payroll deduction of rent, please submit a completed and signed Payroll Deduction Authorization Form, downloadable from the following page: <https://med.nyu.edu/our-community/life-nyu-school-medicine/housing/eligible-employees-faculty-housing> You must include your seven-digit Employee ID number that appears on your pay stub. The form or related questions should be directed to: redf.finance@nyulangone.org

Real Estate’s Residential Property Management oversees maintenance and repairs, furniture, equipment, cleaning, etc. Please first direct concerns to your building superintendent. For additional help, please contact: Luis Rodriguez luis.rodriguez@nyulangone.org or, Edward.berman@nyulangone.org

Most service requests can be submitted on line via the Aware Manager system. First log in with your Kerberos ID and password at NYU Langone’s online portal: <http://atnyulmc.org>

On the right side, you will see Applications. Use the search function to look for Aware Manager (once you find it, you can save it among your favorite Applications.) Click on Aware Manager Work Order Request. At the top right of this Work Request Portal is a drop-down menu. You must choose Real Estate-Residential. Then, scroll down on the page to click on Add.

Housing Services oversees housing applications, license/lease renewals, vacating procedures, student guest passes, and subletting. NYU Langone Housing Services, One Park Avenue, 5th floor, New York, NY 10016 housing@nyulangone.org

MOVING IN—Please also see your housing offer letter and building Information sheet

Scheduling Your Move-in NYU Langone-owned buildings—Greenberg Hall, Lipton Hall, Vilcek Hall, 334 East 25th St. and 320 East 22nd St.—do not require certificates of insurance from movers. Moves in Lipton Hall, Vilcek Hall, and 25th St. are permitted all days of the week until 5:00 pm.

At Waterside Plaza, 323 East 14th Street, and 320 East 22nd Street, moves are limited to weekdays during business hours. These buildings require that elevator reservations be made in advance; please contact the building management or superintendent as soon as you know your move date has been approved by NYU Langone Housing Services. You must arrange to be at home to supervise any utility installations or service connections, or to accept furniture or other large deliveries.

Keys The following information does not apply to new medical students arriving during the annual August move-in weekend, or to medical students moving via the annual Lottery. For those two groups, lists are provided to the building superintendents, and Key Release forms are not required. The keys for 323 East 14th St. are provided to Sackler students by Housing Services.

After you sign your Lease/License, you will be sent an email that includes the text of your lease, and above that, the Key Release authorization information. You may print or show the Key Release form in order to pick up your keys at the designated time and place. Keys for Greenberg Hall, Lipton Hall, 334 East 25th St., and 320 East 22nd St. are picked up from the respective building superintendents. Waterside Plaza keys are picked up at the Waterside Plaza management office on a date approved by both NYU Langone Housing and by Waterside Plaza management.

Renter's Insurance Your Lease or License requires you to have renters insurance to cover your personal belongings and liability.

MAIL, DELIVERIES AND PACKAGES Please note that mail and package services are provided only to tenants and others authorized by Housing Services, as reflected on the building roster. Please do not order online, ship items, or arrange deliveries until after you have moved in; staff cannot accept or store such items for you.

In NYU Langone residential buildings, the following items are not accepted or stored by package or building staff: assembled furniture, mattresses, exceptionally large items, or, grocery or food deliveries from local stores or restaurants or from delivery services such as Fresh Direct or Amazon Fresh. You must be home to accept these.

Waterside Plaza and 323 East 14th St., where NYU Langone leases apartments, require advance notice/elevator reservations for large deliveries.

In Lipton Hall, the lobby desk attendants distribute packages.

SBM/Supreme package clerks handle incoming packages for Greenberg Hall, Vilcek Hall, and 334 East 25th St. Note that packages for 334 East 25th Street are received and distributed from the Vilcek Hall Package Room, 334 East 26th Street, unit 1G. vilcekpackages@supremesystems.com

The package room for Greenberg Hall is unit 1-O, near the lobby. greenbergpackagesnyu@supremesystems.com

It is essential that upon moving in, each resident of Greenberg Hall, Vilcek Hall, and 334 East 25th St. provides contact information (email, telephone) to their respective package room staff.

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

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.

Refrigerators

For the most efficient operation, set the temperature control at 5-6. Refrigerators that are not frost-free require regular manual defrosting. 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; do not 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, 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://www1.nyc.gov/nyc-resources/categories/environment/garbage-recycling/index.page>

PEST EXTERMINATION Extermination service is provided upon request—see page 1 for entering requests online in Aware Manager, or speak with your building superintendent.

Bed Bugs

The NYC Department of Health offers information: <http://www.nyc.gov/html/doh/downloads/pdf/vector/vector-faq1.pdf>

To report a suspected problem, contact your building superintendent.

Bed bugs are not caused by building systems; bed bugs can be introduced into apartments in many ways, including furniture, luggage, clothing, etc. brought from other locations. Property Management investigates every report of bed bugs, arranges to treat confirmed cases and takes recommended precautions to prevent a spread of the problem. Residents' cooperation is essential to the mitigation effort, and requires a number of steps from all occupants of apartments or suites where a problem is confirmed. 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 provider.

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.

COLD WEATHER ADVISORY: Please keep your windows closed.

When outside temperatures fall below 20°F, all Licensees and Tenants, including family members, guests, and visitors, must ensure that the apartment windows are closed and that the apartment's heating/cooling units are set to heat. DO NOT set them to "cool." Please also ensure that the bottom and top of the heating/cooling units are clear of any items (clothing, plants, books, etc.) that can obstruct air flow. If a heating/cooling unit in your apartment is not operating properly, please report it immediately. **IN CASE OF EMERGENCY:** As always, please directly notify the lobby attendant or building superintendent of any situation requiring immediate action. We appreciate your

compliance as we strive to maintain healthy, safe, and efficient building operations in NYU Langone Health's residential buildings.

SAFETY AND SECURITY

The following is information from NYU Langone Security:

Building Access

Upon entering NYU Langone-owned buildings, please be prepared to show or swipe your NYU Langone ID card, and to follow other security regulations at your building. In addition, please help keep your neighbors and yourself safe by following procedures for the admittance of guests and other non-residents.

continued

Do not lend your ID or swipe your ID for someone else, even a friend, to gain access. Please do not allow others entering the building to "piggy back" on your card swipe. Please note that NYU Langone i.d.'s are not transferrable and fraudulent use of identification is considered 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

Be sure to ask your building superintendent for your building's Fire Safety Information when you move in. Fire Safety information packets for our staff and student buildings are also available online:

- For Sackler Graduate Students: <https://med.nyu.edu/our-community/life-nyu-school-medicine/housing/sackler-institute-graduate-biomedical-sciences-student-housing>
- For Medical and MDPHD Students: <https://med.nyu.edu/our-community/life-nyu-school-medicine/housing/md-md-phd-student-housing>
- For Employees and Staff: <https://med.nyu.edu/our-community/life-nyu-school-medicine/housing/eligible-employees-faculty-housing>

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.

Per New York City fire codes, residents may not obstruct hallways or stairways with personal belongings. This includes bicycles and strollers, and other personal items.

Help Prevent False Alarms!

Cooking smoke is a leading cause of false fire alarms. If your smoke detector is triggered by smoke or heat from cooking activity and there is no fire, please open a window to vent the smoke out of your apartment. **Don't open your apartment door to vent smoke into the corridor**, as this will likely trigger the fire alarm system for the entire building. False alarms may prompt residents to ignore fire alarms during an actual emergency. Help prevent this safety hazard by opening your window, not your apartment door, to vent cooking smoke. Of course, if there is a fire in your apartment, leave immediately, and then call 911. Thank you.

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 or properly disposed of. Do not place them in household trash, throw them down trash chutes or leave them in building garbage receptacles.

No Smoking! NYU Langone Health buildings and facilities are smoke-free, including its residential buildings and outdoor areas. This includes e-cigarettes.

Window Guards

New York City law requires that if a child 10 years of age or younger resides in or visits 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 edward.berman@nyulangone.org; or luis.rodriguez@nyulangone.org. Please note: Window guards 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, if you are pregnant, if you observe any surfaces with peeling or chipping paint, or if you are concerned about the presence of lead paint in your apartment, please notify your superintendent or Property Management.

MOVING OUT Please note that the terms of your Lease or License determine how and when you can be eligible for approval of a Vacate Request. [See your Lease or License and the respective sections below for students or employees and faculty.](#)

Please submit vacate notices via our online portal <https://tinyurl.com/NYULHousing>

After you log in with your Kerberos ID and Password, click at the top on Request to Vacate.

In NYU Langone buildings, certificates of insurance from movers are not required, and an approved move can take place any day between 9:00 a.m. and 5:00 p.m, except for the following. At Waterside Plaza, 323 East 14th Street, and 320 East 22nd Street, moves are limited to weekdays during business hours. [These buildings require that elevator reservations be made in advance](#); please contact the building management or superintendent as soon as you know your move date has been approved by NYU Langone Housing Services.

Reference Letter For Your Next Landlord

If your new landlord requests a reference letter to verify your tenancy and payment history, please write to **RED+F Finance Operations** at redf.finance@nyulangone.org. Please allow them several business days for the account review and letter preparation, particularly during the spring and summer.

Refunds

After confirmation that the apartment has been vacated, left damage-free, and that keys have been returned, RED+F Finance Operations will close your rental account and request a check, if a refund is due. The check will be mailed by Finance Operations to the forwarding address you provide via the portal Request to Vacate. A refund cannot be processed if you do not provide a forwarding address. Questions can be directed to redf.finance@nyulangone.org

Terminating Your Utilities

Prior to your moving out, you are responsible for settling service accounts that you may have with Con Edison, ISP, or cable TV provider. Please return any 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 during their business hours. 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 your first class mail will be labeled by the building mail staff for forwarding by the US Postal Service to the forwarding address you provide in the Request to Vacate portal process. For mail forwarding at 323 East 14th Street, Waterside Plaza and 320 East 22nd Street, you must file a change of address notice directly with the U.S. Postal Service. See www.usps.com for more information.

We urge you to notify your bank, credit card companies, etc. in advance of your change of address, to avoid delays in forwarded mail that could lead to late payment charges.

Students: See below and page 7

Employees and Faculty: See page 7

STUDENT HOUSING

(See also your License and other policies.)

PETS are not permitted in student housing.

GUEST PASSES Guests are welcome to visit overnight, if roommates do not object. Guest Passes allow limited access by a guest to the host's NYU Langone residential building and apartment when the guest cannot at all times be accompanied by the host. Guest Passes are not intended to provide access while the host is out of town. Guest Passes do not provide guests with independent access to other NYU Langone buildings or facilities, and guests are not provided with card swipe, lockout, mail, package, or key replacement services.

The Guest Pass policy and request form can be found online at <https://med.nyu.edu/our-community/life-nyu-school-medicine/housing/md-md-phd-student-housing>

SUBLETS

As a courtesy to single students, a student ("Licensee") may apply to Sublicense ("Sublicense" or "Sublet") the NYU Langone housing Unit ("Unit") to an NYU or NYU Langone affiliate who is i.d. card-eligible, for not less than four (4) weeks per sublet and a total of not more than twelve (12) weeks per academic year (September through August) In addition to roommates' permission, the tenant and the sub-licensee are required to sign a sublease agreement and provide additional documents described in the Sublet Policy. Approved subletters are not provided with tenant services such as lockout access, guest passes, or card swipe access. Sublet agreements must be submitted for review at least five business days in advance. **For the Sublet policy and form**, please see <https://med.nyu.edu/our-community/life-nyu-school-medicine/housing/md-md-phd-student-housing>

VACATING OR RENEWING OCCUPANCY **Continuing (non-graduating) MD, MD/PhD and PhD students** have one annual opportunity to terminate their housing, as of June 30. For MD and MD/PhD students, policies and procedures of the annual housing Lottery apply.

Graduating MD and MD/PhD students Due to summer housing Lottery moves and early-arriving new students, graduating students cannot remain in NYU Langone housing after May 31. Please plan accordingly.

Information for students continues:

PhD Thesis Defenses: Students must vacate housing within 30 days of their thesis defenses.

Students defending between March 1 and May 31 can request a housing extension up to June 30th. Students defending between September 1 and December 1 can request an extension up to January 1. If you will be requesting a housing extension, please email Dr. Naoko Tanese, Associate Dean for Biomedical Sciences, with your request, as soon as your thesis defense is scheduled. Permission must be granted by Dr. Tanese and is subject to approval on a case-by-case basis. If an extension is granted, you must receive an NYU Langone paycheck during the extended period, so that rent will continue to be deducted.

To submit a Vacate Request, log into our portal <https://tinyurl.com/NYULHousing> with your Kerberos ID and password, and then click at the top on Request to Vacate. Note that vacates can be approved only for the last day of a calendar month, if the request meets License provisions and appropriate advance notice is provided.

Reference Letter For Your Next Landlord

If your new landlord requests a reference letter to verify your tenancy and payment history, please write to **RED+F Finance Operations** at redf.finance@nyulangone.org. Please allow them several business days for the account review and letter preparation, particularly during the spring and summer.

EMPLOYEES & FACULTY HOUSING

(See also your Lease and other housing policies.)

RENEWING LEASES/ELIGIBILITY Note that change in your employment title or payroll status can end your housing eligibility and your Lease, even if you continue NYU employment in 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.

TERMINATING YOUR LEASE If after the first Lease Term is completed, you wish to terminate your Lease prior to the stated termination date, you may request to vacate at the end of a calendar month by providing at least thirty days advance notice.

To submit a Vacate Request, log into our portal <https://tinyurl.com/NYULHousing> with your Kerberos ID and password, and then click at the top on Request to Vacate. Note that vacates can be approved only for the last day of a calendar month, if the request meets Lease provisions and appropriate advance notice is provided.

Landlord reference letters, final rent billing and clearance, security deposit refunds, etc.:

These matters are overseen by RED+F Finance Operations. If you have questions, please send an email to redf.finance@nyulangone.org. Please allow time for their response, especially during the busy spring and summer months.

Upon vacating, please return your keys to your building superintendent or label them and leave them at the lobby desk.