INFORMATION FOR EMPLOYEE-TENANTS—Greenberg Hall (545 First Avenue)

Information is subject to change

The employee apartments in this 10-story building are studios. Each apartment has seasonal heat and air conditioning, window blinds, one bathroom, and a kitchen. Each apartment kitchen is equipped with a refrigerator, stove (cooker), oven, and sink. Microwave ovens are not provided. There are no storage facilities in the building. There is 24-hour staffing in the lobby, and a laundry room. Building residents must carry their NYU Langone identification badges.

A Key Release form will be provided to you. Bring that with you when you go to pick up your keys from the building Superintendent.

Pets are not permitted in Greenberg Hall. Smoking is not permitted in or around NYU Langone facilities, including its residences.

Your mailing address:  Your Name, 545 First Avenue, Apt. #, New York, NY 10016
Please do not send packages, furniture or other deliveries in advance of your arrival because these cannot be accepted or stored.

Packages are distributed via the package room in Greenberg Hall 1-O. 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 package notifications. Questions about packages can be directed to: greenbergpackages@nyu@supremesystems.com Please see the Package Contact Information form that follows.

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

The building superintendent is Robert Santiago Robert.Santiago@nyumc.org (212) 263 7346. Real Estate's Property Management supervises the staff, repairs, and other maintenance activities in your building. If you need help that your superintendent can’t provide, please email Edward.Berman@nyumc.org or Luis.Rodriguez@nyumc.org

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

Utilities: Occupants pay for their own electricity (one account per apartment), telephone, and cable television. While there is a central heating and air conditioning system in the building, electricity is used to run the heating-air conditioning unit(s) in each apartment. Water and gas are provided.

Con Edison is the electricity provider. Their website is http://coned.com You must contact Con Edison at 1-800-75-CONED to set up your apartment’s account for electricity service to ensure that the service is not discontinued. Con Edison will need the following information: your telephone number; the address of your apartment; your date of occupancy; your Social Security number, Resident alien number, Passport ID number, or state license ID number.

Campus Cable and WiFi are included at no additional charge. To access the WiFi network, you will need to look for LMC Residential and then log in with your Kerberos (medical center email) i.d. and password. For more information, contact the IT help desk, (212) 263 6868, or helpdesk@nyumc.org

Unloading a car 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 car at all times.

Nearby Parking Facilities
Imperial Parking: 530 First Avenue (adjacent to NYU Langone)
Rapid Parking: 575 First Avenue near 33rd Street (adjacent to Greenberg Hall)
Floor plans may not reflect individual apartment variations.
Dear NYU Langone Tenant:

SBM/Supreme package clerks handle incoming packages for Greenberg Hall. Packages are received and distributed from the Package Room, unit 1-O. Package room hours are Monday through Friday, 8:00 am to 9:00 pm except holidays, and Saturdays, 10:00 am to 6:00 pm except holidays (closed for lunch from 1:00 pm to 2:00 pm on Saturdays).

We do not accept assembled furniture, mattresses, other exceptionally large items, or deliveries from restaurants, grocery stores or Fresh Direct.

Please do not send packages or other deliveries in advance of your arrival because these cannot be accepted or stored. Please note that mail and package services are provided only to tenants and family members authorized by NYU Langone Housing Services, as reflected on the building roster.

For questions about packages, please visit the Package Room during business hours, or contact: greenbergpackagesnyu@supremesystems.com

In order to provide you with notification of arriving packages, please provide asap your contact information. Please print clearly.

_________________________________________  _________________________________________
First or Given Name                             Last or Family Name

__________________________
Apt#

_________________________________________  _________________________________________
Phone #                                      Email

SPOUSE/PARTNER/FAMILY MEMBER (as approved by the Housing Office)

_________________________________________
Name

_________________________________________
Telephone #                                  Email

_________________________________________
Name

_________________________________________
Telephone #                                  Email

Please return this completed form as soon as you arrive. You can provide it to the Package Room (1-O) as a printed copy, or scan it into a PDF (not a photo, please) and attach it to an email to the SBM mailbox indicated above.