



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

Housing Services One Park Avenue, 5<sup>th</sup> Floor, New York, NY 10016 [housing@nyulangone.org](mailto:housing@nyulangone.org)

### **INFORMATION FOR EMPLOYEES & FACULTY: Susan & Martin Lipton Hall (564 First Avenue)**

Information is subject to change.

**Your mailing address:** Your Name, 564 First Avenue, Apt. #\_\_\_\_, New York, NY 10016

Each apartment in this twenty-three floor building has seasonal heat or air conditioning, window blinds, a bathroom, and a kitchen. Each apartment kitchen is equipped with a refrigerator, stove (cooker), oven, sink, and dishwasher. Microwave ovens are not provided. Apartments are unfurnished. 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.

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

One pet per apartment is permitted, under 50lbs.

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

Mail is distributed by the U.S. Postal Service. After you receive your mailbox key, please remove the note that is inside your apartment's mailbox (it was placed there to notify the USPS that the former tenant vacated.)

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.

**The building superintendent is** Pete Rodriguez (212) 263-8821 [Abelardo.Rodriguez@nyulangone.org](mailto:Abelardo.Rodriguez@nyulangone.org)

Lobby desk telephone number: (212) 263-8901

**Property Management supervises the staff, repairs and maintenance activities in your building.** If you need help that your superintendent can't provide, please contact the Property Supervisors [Alex.Borden@nyulangone.org](mailto:Alex.Borden@nyulangone.org) or [Edward.Berman@nyulangone.org](mailto:Edward.Berman@nyulangone.org)

**For questions about your rent payment account or payroll deduction of rent,** please contact the Finance Operations staff [REDF.finance@nyulangone.org](mailto:REDF.finance@nyulangone.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.

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.

The cable television and internet provider is Spectrum [www.spectrum.com](http://www.spectrum.com)

**Regarding NYU Langone intranet,** please contact the IT Help Desk 212 263 6868 or [#helpdesk@nyulangone.org](mailto:#helpdesk@nyulangone.org)

Unloading a vehicle in front of Lipton Hall 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**

Imperial Parking: 530 First Avenue (adjacent to NYU Langone)

Rapid Parking: 575 First Avenue near 33<sup>rd</sup> Street (opposite NYU Langone)