INFORMATION FOR STUDENTS—Greenberg Hall (545 First Avenue)
Information is subject to change

Student are offered apartments shared by three students each, or unshared studio apartments, subject to availability. 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.

Bedrooms can be furnished upon request with a bed, dresser, desk, and chair, subject to availability. Provided beds are extra-long twin size. Furniture request forms are included in the housing Licenses ("leases").

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.

Moving companies are not required to provide certificates of insurance.

Please note that 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: greenbergpackagesnyu@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 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 contact 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:  Water and gas, electricity, Campus Cable and WiFi are provided without charge. Campus Cable has a TV Center www.nyu.edu/tv.media/tv.center
To access the WiFi network, you will need to look for LMC Residential and then log in with your Kerberos (NYU Langone email user name) and password. For information on Kerberos ID, accessing the WiFi, or other connectivity issues, please contact the IT help desk, (212) 263 6868, or #helpdesk@nyumc.org

Unloading a car on First Avenue can be challenging due to traffic flow and New York City regulations. We suggest that someone stay with the car at all times.

Nearby Parking Facilities
Imperial Parking:  530 First Avenue (adjacent to NYU Langone Medical Center)
Rapid Parking:  575 First Avenue near 33rd Street (adjacent to Greenberg Hall)
Dear NYU Langone Tenant/Student

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 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 your contact information as soon as you arrive. Please print clearly.

____________________________________  __________________________________
First or Given Name                      Last or Family Name

____________________________   __________________________________
Apt#                                    Email:

__________________________   ____________________________
Mobile Telephone #                        Email:

SPOUSE/PARTNER/FAMILY MEMBER (if applicable and as authorized by the Housing Office)

____________________________________  __________________________________
First or Given Name                      Last or Family Name

__________________________________________   Email:
Mobile Telephone #

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

7/28/2017