



Real Estate Development and Facilities (RED+F)

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

Information for Students: Waterside Plaza

Information is subject to change.

NYU Langone leases apartments from Waterside Plaza management. Student apartments are studios and two-person shared apartments. Each apartment has 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. There are no storage facilities in the buildings. There is 24-hour staffing in the lobby, and a laundry room. Residents are required to carry their access cards throughout the complex. Access cards are not transferrable.

Bedrooms can be furnished with a bed, dresser, desk, and chair, at no charge, subject to availability. Beds are extra-long twin size. Furniture request forms are included in the housing acceptance process.

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

Your mailing address: Your name, Bldg. Number Waterside Plaza, Apartment # _____, New York, NY 10010
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 the NYU Langone Housing Services office.

Waterside moves and key pickups, are permitted Monday through Friday, 8:30 am to 4:30 pm only, except holidays, with your prior arrangement with both NYU Langone Housing Services and Waterside Plaza management. During the annual new student August move-in period, Housing Service's designated check-in days and hours must also be taken into account. **Personal furniture deliveries must also be scheduled in advance with Waterside management.**

Following approval of your arrival date by NYU Langone Housing, you must directly contact Dawne Crawford dcrawford@watersideplaza.com or Kelsey Gordon kgordon@watersideplaza.com of the Waterside management office in advance to confirm your key and access card pickup and moving plans, even if you do not have furniture to move in. At Waterside, your photo will be taken for the building access card.

NYU Langone REDF Property Management staff coordinates the repairs, furniture, and other maintenance activities in your apartment. Please contact Alex.Borden@nyulangone.org or Edward.Berman@nyulangone.org

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

Utilities: Students 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 buildings, electricity is used to run the heating-air conditioning unit(s) in each apartment. Waterside bills occupants for electricity and your payment for electricity should be made directly to Waterside. The following companies can provide telephone, internet, and/or cable television services: Verizon Fios: <http://www.verizon.com/home/fios/> RCN: <http://www.rcn.com/new-york>
Spectrum: www.spectrum.com

Directions and Parking for Waterside Plaza: Travel east on 23rd St., passing under the FDR Drive. Take a left turn onto the FDR Drive service road and immediately bear right to enter Waterside's access road, which is less than 200 feet after that turn. You will see a security booth on the right. Drive under the building overhang. The parking garage is located at the end of the building overhang, on the right. An elevator to the Plaza Level is located immediately north of the garage entrance.



Move-In Procedures

We hope that you will enjoy living at Waterside. In order to insure a smooth move-in, we want to advise you of the following steps that will help you make this as easy as possible:

- **Elevator:** An elevator must be reserved for your move and any additional deliveries. The elevator can either be reserved at the Leasing Office (212-340-4201) or for deliveries at the Management Office (212-340-4200). Reservations for moves are based on apartment size: 2 hours for Studios and One-bedrooms, 3 hours for Two-bedrooms and 4 hours for Three-bedroom apartments.
- **Movers:** Moves are permitted Monday-Friday between 9AM to 5PM with the exception of legal holidays. Time slots are generally full so it is imperative that your mover arrive on time. If they do not complete the move, then an elevator must be reserved for the next available day and time slot. We do not require a certificate of insurance from the movers. Security staff will let the movers know where to park and unload when they arrive.
- **Keys:** On the scheduled day of the move, you can pick up your keys in the Management Office between 8:30AM to 4:30PM Monday through Friday.
- **Access Card:** An access card will be issued when you pick up your keys in the Management Office. Please have your government-issued ID handy.
- **Apartment Repairs:** If you note a problem in your apartment that may have been inadvertently overlooked, you have 48 hours, from your move-in date, to report this to the Maintenance Office at 212-340-4204.
- **Electricity Usage:** The apartment is sub-metered and already has power, so you do not need to arrange for this. Your monthly bill for electricity usage will be sent to you.
- **Billing:** If you wish you can pay your electric bill and any other charges, other than rent, through the Waterside Portal. You can register for this service at the Management Office by calling 212-340-4200.
- **Cable and Internet:** You have the option of choosing between RCN, Spectrum and Verizon FIOS. These services can only be installed on the day of your move or any time thereafter. Contact information can be obtained from the Management Office.
- **Renter's Insurance:** This is a requirement of your lease that also affords you important needed protection; remember to purchase your policy and submit a copy to the Management Office.

Again, we hope that you will have a pleasant time living at Waterside Plaza and we wish you the best with your move.