



**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 in NYU Langone Housing at Waterside Plaza**

Information is subject to change.

**Your mailing address:** Your Name, Bldg. Number \_\_\_\_ Waterside Plaza, Apt. # \_\_\_\_, New York, NY 10010

NYU Langone leases apartments from Waterside Plaza management. Each apartment has window shades or blinds, a bathroom, and a kitchen. There is seasonal heat or air conditioning. Each 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. Residents are required to carry their access cards throughout the complex. Access cards are not transferrable.

Waterside Plaza permits cats as pets. Smoking, including e-cigarettes, is not permitted.

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, apartment access and other services are provided only to tenants and family members authorized by the NYU Langone Housing Office, as reflected on the building roster.

**Waterside moves and key pickups** are permitted Monday through Friday, 9:00am to 5:00pm only, except holidays, if an elevator reservation is made and approved by Waterside Plaza Management in advance.

Following approval of your arrival date by NYU Langone Housing, you must directly contact Waterside Plaza Management [waterside@bpapartments.com](mailto:waterside@bpapartments.com) or call (332) 249-0534, in advance, to confirm your key pickup and moving plans, even if you do not have furniture to move in. Waterside Plaza management requires advance reservations also for furniture or other large deliveries. At Waterside, your photo will be taken for a building access card.

**Real Estate's Property Management staff coordinates repairs and other maintenance** activities for NYU Langone apartments at Waterside. Please contact the Property Supervisors [Alex.Borden@nyulangone.org](mailto:Alex.Borden@nyulangone.org) or [Edward.Berman@nyulangone.org](mailto:Edward.Berman@nyulangone.org) or [Property.Management@nyulangone.org](mailto:Property.Management@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: Waterside bills occupants for electricity and your payment for electricity should be made directly to Waterside.** The following are the companies that 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](http://www.spectrum.com)

**Directions and Parking** (subject to change):

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 escalator to the Plaza Level is located immediately north of the garage entrance. Information is subject to change.



## 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 Management Office (332) 249-0534 or [waterside@bpapartments.com](mailto:waterside@bpapartments.com). 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:** Move are permitted Monday-Friday between 9:00AM to 5:00PM 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 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 9:00AM to 5:00PM 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 issue 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 332-249-0534.
- **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 directly by Waterside Plaza.
- **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 332-249-0534.
- **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.

WATERSIDE PLAZA • 25 WATERSIDE PLAZA, NEW YORK NY 10010 • TEL: 212-340-4201 • FAX: 212-683-0124 • [WWW.WATERSIDEPLAZA.COM](http://WWW.WATERSIDEPLAZA.COM)