

A GUIDE TO LIVING IN



Langone Medical Center

HOUSING

Real Estate Development & Facilities, Real Estate & Housing
339 East 28th Street

WELCOME

Please note that this document, its updates, and other housing policies and procedures are riders to your housing lease (“Lease”) or license (“License”).

REAL ESTATE AND HOUSING

If you have questions about applying for Medical Center housing, housing waiting lists, the medical student housing lottery, or about moving out of your medical center apartment, email us at housing@nyumc.org. Our telephone number is 212.263.5025 and our fax number is 212.263.7500. The Housing Services website is <http://redaf.med.nyu.edu/housing>. Information on off-campus housing and relocation, such as hotels, planning a visit to New York, movers, area schools, etc. can be found at <http://redaf.med.nyu.edu/och>

For information on maintenance and repairs, contact Property Management at property.management@nyumc.org or telephone 212.263.2450. If you live in medical center housing and would like to request a repair, please report it first on the Service Request form (found in the lobbies of Rubin, Greenberg, and Lipton Halls) or, if you live in one of our leased apartments, in whatever manner your building handles them. The property management web page is <http://redaf.med.nyu.edu/real-estate-housing-parking/real-estate/property-management/residential>

RENT CHARGES, SECURITY DEPOSITS, PAYROLL DEDUCTION

These matters are overseen by a Finance and Administration staff. If you have questions about your housing charges, refunds, or payroll deduction of rent, write to redf.finance@nyumc.org or call 212.263.2460.

MOVING IN

Please check with the building superintendent well in advance of your move for any restrictions on moving days and hours, and for reserving an elevator. Some buildings, where NYU leases the apartments, may require a certificate of insurance from your movers. Once your move-in date has been scheduled, please pick up your keys at the designated time and place. Greenberg Hall and Lipton Hall keys are picked up from the building superintendents. Please don't schedule any deliveries of boxes, furniture, etc. until after you have moved in. These cannot be signed for or stored by the superintendent.

Electricity, Telephone and Cable Service

You are responsible for arranging for telephone, ISP, cable service, and, electricity unless otherwise noted. You must arrange to be at home to supervise installations.

For electricity (in buildings other than Rubin Hall, Waterside, and 334 E. 26th Street), please call Consolidated Edison at 1-800 75CONED at least three business days in advance of your move. The website is <http://www.coned.com>. In Waterside Plaza, the landlord provides the electricity service and bills apartment occupants.

For telephone service and equipment, you can contact Verizon, phone 212.890.2350, <http://www22.verizon.com> or any other telephone company of your choice.

Cable TV service is already arranged and included in the rent at 334 E. 26th St and in Rubin Hall. For cable TV service in Greenberg Hall and Lipton Hall, contact Time Warner Cable by telephone at 212.674.9100, or via their website <http://www.timewarnercable.com/nynj>

Telephone and cable companies offer service packages that can combine telephone, cable, and internet connections.

Installing Additional Locks

Residents of on-campus buildings who wish to install additional locks should obtain the prior consent of Property Management (see contact information on page I) and, if this is approved, provide them with a complete set of keys. Additional locks for apartments in leased buildings will be governed by the building's management policies.

Refrigerators

For the most efficient operation, set the temperature control at 5-6. For refrigerators which are not frost-free, you will have to periodically defrost the refrigerator. (We suggest emptying the refrigerator, turning it off and placing pans of hot water inside the freezer. Do not use sharp objects to remove ice, as you may puncture the unit.)

Air Conditioners

Most units have removable filters which must be cleaned regularly. Please check with your superintendent if you have any questions. For safety reasons, personally-purchased units must be installed properly. For more information, contact property.management@nyumc.org or 212.263.2450.

RENTER'S INSURANCE

It is strongly recommended that you obtain renter's insurance. The Medical Center's insurance does not insure personal belongings if they are stolen, or, damaged for any reason.

TRASH DISPOSAL

Food and non-recyclable food containers should be disposed of in the compactor chutes in closed bags. Please do not leave garbage or food containers (e.g., pizza boxes) on the floor of the trash area as they attract vermin. Follow your building's policies when disposing of aerosol cans, flammable items, clothing, very large or bulky items or cartons, and recyclables. If you have any questions regarding New York City recycling policies or your building's rules, please ask your building superintendent. See also http://www.nyc.gov/html/nycwasteless/html/recycling/recycle_what.shtml

EXTERMINATION

Service is provided to apartments/units in Medical-Center owned buildings upon request. For all other locations, please ask your building superintendent about extermination service.

RENOVATION

No renovations, alterations or unusual decorations are permitted to your room or apartment or public areas without the express consent of Property Management.

DELIVERIES

Please inform your superintendent in advance if you are expecting delivery of furniture or any large item. Some buildings restrict the days and hours for large deliveries. For Medical Center-owned apartments/units, you must be at home to accept large deliveries, as these cannot be accepted or stored.

SAFETY AND SECURITY

- Please keep yourself and your neighbors safe by respecting the procedures for building access.
- If you building's front door or intercom is not working properly, notify your superintendent.
- Never allow in a visitor unless you know who it is.
- If you observe any suspicious persons or incidents, call 911.

- Don't leave valuable items in your building lobby for others to pick up, as the building/security staff is not responsible.
- You are advised to keep your room/apartment door locked at all times.

In Lipton Hall, Greenberg Hall, 334 East 26th St, and Rubin Hall, your NYU I.D. must be available to show the security guard upon request.

Smoke Detectors and Fire Safety

In accordance with NYC law, each apartment is provided with a smoke detector. Please check the batteries periodically, and change them twice a year. (An easy way to remember – check the batteries each time the clocks are adjusted between daylight savings and standard time.) If you suspect your detector is not working properly and you have changed the battery, report it to your superintendent. Remember, it is against the law to disable smoke detectors.

Disposal of Sharps

There are regulatory requirements for disposal of medical sharps. Any sharps, used or unused, which are inadvertently removed from clinical or research areas must be returned and disposed of properly. Do not throw them down trash chutes or leave them in trash receptacles in your building. To do so is to endanger other people.

No Smoking!

NYU Langone Medical Center, including its residential buildings and outdoor areas, is a no-smoking campus. In addition to Medical Center policy, refraining from smoking on Medical Center-owned or leased property is an obligation of your housing agreement.

Carry your ID

The Medical Center's policy is that ID's must be worn on the Medical Center premises, including the entry areas of the residential buildings. NYU security guards may ask to see your ID at any time and your cooperation is required.

Window Guards

New York City law requires that if children 10 years of age or younger reside in or visit an apartment, the windows must be equipped with window guards to prevent falls from open windows. Please notify Property Management immediately concerning the need for window guard installations, via email at property.management@nyumc.org or 212 263-2450. You may also have window guards installed if you want them for any reason. Window guards are designed to help prevent falls from windows; they are not the same as security gates.

Lead Paint

Housing built before 1978 may contain lead-based paint. Lead from paint chips or dust may pose a health hazard if ingested, especially to young children and pregnant women. If you have a child under the age of six, or if you are pregnant, or if you are concerned about the presence of lead paint in your apartment, please notify your superintendent or Property Management, especially if you observe any surfaces with peeling or chipping paint.

Halogen Lamps

Halogen lamps or fixtures are not permitted in NYU Langone Medical Center housing.

POLICY ON COUPLES AND FAMILY HOUSING

- A. A couple that presents a valid marriage certificate is eligible to apply for family housing.
- B. Engagement to be married does not qualify applicants for family housing, unless the applicant meets family housing criteria through domestic partnership.

Domestic partners are defined as two individuals that living together in a long-term relationship with an exclusive, mutual commitment similar to that of marriage in which the partners agree to be legally responsible for each other's welfare and share financial obligations. To obtain a Domestic Partnership Affidavit and information on registering as a domestic partner, please visit the following website: http://www.cityclerk.nyc.gov/html/marriage/domestic_partnership_reg.shtml

To apply for couples/family housing, domestic partners must fulfill the following requirements.

- I. Current New York residents must have filed a New York City Domestic Partnership Agreement at the time of application. Those from outside New York City must present to the Housing Office a valid New York City Domestic Partnership Agreement within 30 days after arriving in New York City.
- 2. Be jointly responsible for each other's common welfare and share financial obligations, as demonstrated by two (2) of the following which must have preexisted for a minimum of six months prior to occupancy:
 - 1. A joint mortgage or lease.
 - 2. Ownership of an actively-used joint bank account, joint credit account, or joint ownership of a home.
 - 3. Designation of domestic partner as primary beneficiary in a will or trust document.
 - 4. Assignment of durable property or health care power of attorney to domestic partner.
 - 5. Designation of domestic partner as beneficiary for life insurance or retirement benefits.
 - 6. Registered as domestic partners in some other municipality or country.
 - 7. Proof of prior co-habitation for a period of at least six months.

For children, the eligible housing applicant must provide a valid birth certificate, final adoption papers, or passport indicating the parentage of the child, to the Housing Office.

A qualifying dependent is a person that has been declared as a dependent under the primary occupant's US tax return for tax year before the application for housing. Documentation concerning IRS Qualifying Dependents should be presented to the NYULMC Housing Office.

Falsification of documents and records, or failure to report changes in family or couple status are material breaches of the housing License and Lease.

MOVING OUT

Note that the terms of your Lease or License determine how and when you provide notice about moving out and under what circumstances it is approved. See also the Terms of Occupancy sections below for students and for employees and faculty. Vacating Notices for students and employees are available on line, they can be emailed to you, or you can stop by and pick up a form at Housing Services.

Please schedule your move-out well in advance and discuss your plans with your building's superintendent. Inform your movers that the move must take place between 9am and 5pm, except in the leased buildings that have more restricted days and hours. Some buildings where apartments are leased require certificates of insurance in advance from the movers—check with your superintendent.

Should you wish to have a referral to NYU's recommended real estate broker, which discounts its commissions for NYU affiliates, see <http://redaf.med.nyu.edu/och>; you will also find there other information about searching for non-NYU housing.

- ❖ If your new landlord asks for a reference letter to verify your tenancy and payment history, please contact the rent billing staff at redf.finance@nyumc.org or call 212-263-2460.

Terminating Utilities

You are responsible for settling your accounts with Con Edison (for electricity), your Telephone Company, ISP, and TV Cable Company prior to moving out. If Con Edison will be turning off your electricity, empty and clean your refrigerator before you leave and leave the door propped open.

Condition of Apartment

You must return the apartment/housing unit and any furniture which you were provided, in standard condition and repair. Make sure you remove all personal belongings and trash, and empty and clean your refrigerator and other appliances.

Keys and Access Cards

Return all keys and access cards to your building's superintendent or security desk when moving out. You will be charged for any card, key, or lock replacement made necessary if these are not returned upon your moving out.

Mail Forwarding

In Rubin Hall, Greenberg Hall or Lipton Hall, first class mail will be forwarded to your new address for up to six months, and periodicals for up to two months, if you provided Housing Services with a new address. For mail forwarding in other buildings, file a change of address notice with the US Postal Service, which handles your mail forwarding. See www.usps.com

Notify your bank, credit card companies, etc. of your change of address to avoid delays in forwarded mail which could lead to late payment charges.

Students: Continue to page 6.

Employees and Faculty: Continue to page 8.

STUDENTS

SUBLETS

As a courtesy to single students that need to be away from their NYULMC housing, single students may apply to sublet to a non-matriculated (i.e., non-student) NYULMC affiliate for up to 12 weeks within each housing License term. Students must obtain written permission to the sublet from their roommates, if applicable. In addition to roommate's signatures, the tenant and the sub-licensee are required to sign the sublease agreement. Please visit the Housing website at <http://redaf.med.nyu.edu/housing/medstu> or <http://redaf.med.nyu.edu/housing/sackler> for the Sublet Policy and appropriate forms. The 334 East 26th St building may have other restrictions or policies which may apply.

GUEST PASSES

Residents of Rubin Hall, Greenberg Hall, and Lipton Hall that have guests staying for a few days must obtain Guest Passes if the host will not be accompanying the guest at all times. You may obtain the Guest Pass application form from Housing Services. Guest Pass applications, which also require roommates' approvals and signatures, must be submitted at least two business days prior to the guest's arrival. Guest Passes (one for each guest) may be approved for up to 7 days per visit. Each student may request up to two Guest Passes at one time, and up to six non-consecutive Guest Passes per semester. Each guest will be expected to show both the pass and a photo ID card for entry into the building. The 334 East 26th Street building has its own policies on guests and building access.

NO PETS

Please be reminded that your housing License states that you are not permitted to keep a pet or pets.

SACKLER PhD STUDENTS

Terms of Occupancy

Sackler students in NYUMC housing have an annual opportunity to cancel their License as of June 30, by providing advance written notice. You will be contacted in the spring of each year to confirm that either you will be renewing your License for the following year, or, that you intend to vacate when your License expires on June 30. Vacating forms can be downloaded from <http://redaf.med.nyu.edu/housing/medstu>

Sackler Student Transfer Requests

PhD students living in student housing may apply for a transfer waiting list. Transfers are not guaranteed and are not offered between May 1 and August 31 of each year. Priority consideration will be given to those students who have documented a change in family size. Please refer to the Couples and Family housing information which starts on page 4. The Transfer Policy and application form is available at <http://redaf.med.nyu.edu/housing/sackler>

GRADUATING SACKLER PhD STUDENTS

Thesis Defense

Students must vacate housing within 30 days of their thesis defense. Vacating forms are downloadable from <http://redaf.med.nyu.edu/housing/sackler>

MEDICAL STUDENTS AND MD-PHD STUDENTS

Terms of Occupancy

For those participating in the Lottery, the License is supplemented by the rules and deadlines of the Lottery Policy (“Lottery Policy”) and Lottery/Intention to Vacate form (“LIV”) as set forth each year. Those who will be neither retaining their housing nor choosing different housing for the following year, that is, those students moving out of NYULMC housing, must provide advance written notice per the terms of the Lottery Policy, and must move out by June 30 of the current academic year.

GRADUATING MEDICAL AND MD-PHD STUDENTS

Return Vacating Forms to Housing Services in hard copy form no later than April 30 of your graduation year. Your housing charges must be paid in full to the Bursar before you graduate. Due to the housing and academic schedule for continuing students, scheduling and staff limitations of the cleaning and painting companies, etc., you cannot remain in your housing after May 31.

If you match for a residency at NYULMC, you still must vacate student housing no later than May 31. The Graduate Medical Education Committee directs Housing Services to give housing priority to new residents coming from out-of-town, and even among this group, most will not receive a housing offer. Regrettably, you will not receive an offer for NYU housing as you begin your residency.

On or before May 31, your room or apartment must be vacated, and your keys labeled and returned to the Real Estate division's key drop box in the lobby of each building. Following your moving out, Real Estate staff will inspect your vacated space and, absent their advising us of any damage charges, your security deposit will be forwarded by the rent billing staff to the address you provide on your Vacating Form. Your Vacating Form has information on other matters; please read it and retain a copy. Vacating forms can be downloaded from <http://redaf.med.nyu.edu/housing/medstu>

EMPLOYEES & FACULTY

HOUSING TRANSFERS

The Medical Center has a limited number of apartments and we wish there were more to offer. If you want to apply to change your assigned apartment, please complete an application, and your name will be placed on a transfer waiting list. Application forms with information on our rents are available at <http://redaf.med.nyu.edu/housing> Please be aware that transfer waiting lists move very slowly and an offer is not assured.

TERMS OF OCCUPANCY AND VACATING

Note that changes or corrections in your employment title or status can end your housing eligibility, even if your lease term has not been completed.

Employee and faculty Leases have defined lease terms. If you remain eligible for NYULMC housing, you will be sent an offer and a deadline to renew your Lease prior to the end date of your current Lease term.

If after the first year you wish to terminate your housing agreement prior to the stated termination date, you may request this on a Vacate Form, and you must provide at least thirty days' written notice to Housing Services. Vacating requests are subject to approval. Rent charges can be terminated only as of the end of a calendar month. Vacating forms can be downloaded from <http://redaf.med.nyu.edu/housing/facstaff>