Rights and Responsibilities of Residents in NYU Faculty Housing

7-13 Washington Square North

Issued September 2013
We’re With You Every Step of the Way

The Office of Faculty Housing
10 Astor Place – 7th floor
212.998.2209
facultyhousing.office@nyu.edu
www.nyu.edu/faculty.housing

Faculty Housing is a comprehensive housing resource for University faculty and non-affiliates. The office works directly with the Deans, faculty, senior staff and other University constituents on all housing matters. The office assigns housing units, sets lease terms, manages residential facilities and construction, and oversees homeownership programs.

Additionally, the office supports families with children seeking information about child care, education options, summer camp, and more.

Cushman & Wakefield
2 Washington Square Village, Unit #1-O
646.997.9988
Monday through Friday, 9 a.m. to 5 p.m.

Cushman & Wakefield is the property manager for all buildings in the NYU faculty housing portfolio. They are your primary contact for your lease and all paperwork required by NYC agencies. Together with the building superintendents and doormen for each building and the services of Collins Building Services (CBS) they work to maintain the buildings and your apartment.

Client Services Center
212.998.1001
contactcsc@nyu.edu
Monday-Friday, 6 a.m.-10 p.m. and Saturday-Sunday, 8 a.m.-8 p.m.
except for some University holidays

24 hours, 7 days a week
www.nyu.edu/fcm/workrequestform

The Client Service Center (CSC) responds to all by phone, email, or on-line requests for routine maintenance work requests for all NYU residences, offices, classrooms, or public areas. CSC will dispatch all routine maintenance work requests received after hours or during University holidays the next business day.

For Fire or Life Safety emergencies: 911
“Welcome to the Neighborhood”

7-13 Washington Square North

Originally built as separate Greek Revival row houses in 1833, these units were redeveloped by Sailors Snug Harbor in 1939 while retaining the facades. The houses have been home to many historic figures in the nineteenth century. The building which has a courtyard running along the northern side of the building offers 24-hour doorman services, on-site laundry facilities and is uniquely positioned across the street from the northern edge of Washington Square Park with easy access to two public playgrounds.

NYU Faculty Housing is committed to providing you a comfortable and healthy environment in which to live and raise your families alongside NYU colleagues, and Greenwich Village residents. The maintenance of the residential buildings, facilities, and grounds is a team effort and relies on the expertise and resources of staff members of NYU Faculty Housing, Cushman & Wakefield, Collins Building Service, and the Client Services Center, as well as your cooperation. The following information provides a general overview of the roles of our team members, outlines key rights and responsibilities of Residents in NYU Faculty Housing, and identifies useful NYC and NYU resources.

**Building Superintendent >>>**

1. The Building Superintendent is an experienced and licensed professional who lives on the premises. S/he manages the upkeep of the apartment building, common spaces, and grounds with the support of a team of handymen, porters, and outside contractors.
2. All Requests for Service/Work Orders should be relayed to the Client Services Center (CSC). They will inform the Building Super and provide tracking and follow-up support for him and all of our team members. The Super will ensure the work is completed and will re-connect with CSC to close out the Work Order.
3. In an emergency, specifically in those situations requiring immediate action (eg., water main break), the Super is available to personally respond to safeguard the building’s structure.

**Doormen, Building Access, and Visitors >>>**

1. Doormen are a special benefit of living in 7-13 Washington Square North. A Doorman’s primary role is to provide a first level of security by screening all visitors and deliveries entering the building.
2. It is important to introduce yourself and your family members to the Doormen. They are a resource and may be able to update you on important information about the building and support you in an emergency.
3. For your convenience and upon your request, your Building Doormen may accept dry cleaning or other packages depending upon size or content. Remember, this is a courtesy service and the Doormen are neither responsible for assessing the condition of the package nor for the loss or damage of any stored items.

4. The Doormen are required to enforce a number of policies on behalf of and for the benefits of all in our community. These include:
   - Checking-in and announcing all visitors before entering the building.
   - Ensuring that parking in front of the building is limited to twenty (20) minutes.

   Please help your Doormen by informing your guests of these policies in advance of their arrival.

5. Residents are required to complete and return to the Doormen a “Guest Authorization Form” each any every time they provide keys to a non-occupant for use in the tenant’s absence. This includes but is not limited to a housekeeper and those instances when a guest is staying in your apartment or coming in occasionally to water plants.

6. Doormen staff the lobby 24-hours a day. However, in the unlikely event that the doors are locked, please use the front door keys provided to you at move-in.

**Lobby, Corridor Halls, and Stairwells >>>**

1. By order of the Fire Department, all common areas, including the lobby, corridor halls, stairways, and elevators, must be maintained free of obstruction for the use and safe passage of all Residents. Please do not leave personal items (i.e., bicycles, baby strollers, etc.) in the hallways.

2. In an effort to maintain a visually pleasing and consistent environment, please store your personal belongings within the confines of your apartment and refrain from affixing posters, art work, etc. to your apartment door or the exterior hallway wall. **Exception:** A notice that the apartment has a security alarm is permissible.

3. If you have children, please use the outside playgrounds for all of their active play, including roller skating, bike riding, ball playing, and other physical activities.

4. NYC’s Smoke-Free Air Act, prohibits the smoking of cigarettes, cigars and pipes in all public or common indoor areas of apartment buildings including lobbies and corridor halls.

5. When using the stairs to exit or enter your floor, please note whether the fire emergency door automatically closes behind you. If it doesn’t, please notify the Client Services Center (CSC) so that it can be repaired.

**Windows >>>**

1. The windows in all apartments are furnished with window blinds. Residents may, at their discretion, install curtain rods and curtains as an addition to or in place of the provided window treatments.

2. Residents are responsible to maintain and clean the window blinds. Please notify the Client Services Center (CSC) if your blinds need to be repaired or replaced if, or when, they are broken or not working properly.
3. The exterior windows in all of the buildings' apartments are cleaned annually as part of NYU's maintenance plan. Residents are allowed to wash the inside of the windows as desired, however for safety reasons, are strictly forbidden from washing the outside under any circumstance.

4. Residents are prohibited from displaying or projecting signs, advertisement, illumination, drawing on, or at, any window, apartment door or other parts of the Building without expressed approval.

5. New York law requires Landlords to install window guards on all windows, in an apartment where children 10 years of age or younger live or regularly visit the home. If desired, other Residents may request window guards be installed as well.

6. For safety sake, no object may be thrown from the apartment windows.

**Air Conditioners and Other Major Appliances >>>**

1. Residents are responsible for the purchase of air conditioning units for their own apartment. If your apartment does not have an air conditioner and you wish to have one installed, please contact the property manager, Cushman & Wakefield. A Cushman & Wakefield staff member can identify the proper size and BTU cooling capacity for the building and put you in touch with an NYU approved vendor for pricing and installation.

2. Permission is required for the installation and use of any large major appliance with which the apartment was not originally outfitted. Please note: Washing machines, dryers, and dishwashers are not allowed in the building’s apartments.

**Trash and Recycling >>>**

1. **Trash:** All garbage, other than recyclables, should be bagged and placed in the chute for disposal. Leaving bagged trash on the floor or in garbage cans creates a messy, unsanitary waste disposal area and attracts vermin. As a courtesy to your neighbors who live near the waste disposal rooms please do not deposit garbage in the chute between 11:00 p.m. and 6:00 a.m.

2. **Recyclables:** Help our house staff by placing all newspaper, white and colored paper, cardboard and magazines in the paper recycling bins or on the shelf provided. All glass, plastic, and metal containers – cleaned and without lids – should be placed directly in the designated recycling bin without bags. Please dispose of any plastic bags used to bring items to the recycling room in the waste basket placed adjacent to the recycling bins.

3. **Aerosol cans and paint cans** should be placed in the large garbage can.

4. **Furniture and bulky items,** including Christmas trees, should not be placed in the waste disposal rooms. When discarding old furniture (or getting new furniture), please contact the Client Services Center (CSC) to schedule the elevator and/or request assistance.

**Laundry Facilities >>>**

1. A laundry room with washing machines and dryers is available in the Basement for all Residents’ use. Tenants and their employees must observe the rules of common courtesy when using the washers
and dryers.

2. The laundry rooms are cleaned daily by house staff. Your assistance in keeping these facilities clean and neat throughout the day is important.

3. Instructions on the correct use of all equipment, including the proper use of detergent and other supplies is posted in each laundry room. We urge you to follow these directions carefully in order to avoid damage to either the equipment or your personal possessions.

4. Please practice laundry room etiquette. Since others may want to do their laundry at the same time as you be sure that you leave at least 1-2 machines available for the next person. If you do not remain in the laundry room, please return promptly to transfer your clothes out of the machines. Laundry carts are available for use of all Residents and must remain in the laundry room at all times.

5. Smoking is prohibited in the laundry room.

6. Dogs are not allowed in the laundry room.

**Bike and Storage Units >>>**

1. Upon request, Residents may have access to the area designated specifically for the storage of Resident’s bicycles and luggage. The keys to the storage units are kept at the front desk and cannot be duplicated. Please see the Doormen to arrange for a Building Staff member to accompany you to the room.

2. Use of the space is limited to eligible Tenants on file and Residents. Protect your bike by keeping it locked while stored.

3. Storage for bicycle and other items is provided as a convenience and storage is at a Resident’s own risk. The building management is not responsible for any damaged or missing bicycles or other goods.

**Dogs and Other Pets >>>**

1. With prior consent from Cushman & Wakefield, the number of pets per household is limited to one (1) dog and two (2) indoor cats. A pet deposit of $500 is required at lease signing or when an animal is added to your household; the deposit may be returned to you when you leave Faculty Housing if no pet damage to your apartment has occurred.

2. NYC law requires that dogs must at all times be kept on a leash that is securely held by the owner. In addition, dogs must wear a collar and dog license. This rule applies to all areas outside of your apartment, including the hallway, elevators, lobby and the outdoor areas within and around the complex.

3. In compliance with the “Pooper Scooper Law,” NYU requires that all dog owners clean up and properly dispose of their dog’s waste in a trash receptacle. The law covers property grounds, sidewalks, streets, gutters, parks, and other public areas. Individuals who fail to comply are subject to a substantial fine for each violation. The law does not apply to guide dogs or other service dogs walking with people who have disabilities.

4. Please follow the ASPCA’s guidance for “urban dog etiquette”: 
Train your dog to urinate in gutters and non-living vertical surfaces such as lamp-posts or hydrants. Avoid grass areas, trees, and flower beds. Never allow your dog to soil in front of a building's entrance. If you have a young pup or a dog who can't control himself, be sure to carry paper towels and odor neutralizer. When riding in an elevator, sit your dog in a far corner, hold tight to their leash and prevent them from jumping on other riders.

5. Dog runs offer space where dogs can play and run with other dogs. The dog run in Washington Square Park is one of many available throughout the NYC parks system. Information about dogs runs in NYC public parks is available at http://www.nycgovparks.org/facilities/dogruns. Residents may seek membership in the nearby Mercer-Houston Dog Run Association by completing the online application, www.mercerhoustondogrun.org; NYU will reimburse Residents for membership fees for this and other private dog runs by submitting proof of payment to Cushman & Wakefield.

6. Cat pans and other animal receptacles on terraces and elsewhere must be kept clean and odor-free.

Use of the Grounds and the Garden Area

1. NYU maintains and upgrades its garden and grounds area and we rely on your help and commitment to respect the outdoor environment. Teach your children responsibility to care for our common areas so that they may be enjoyed by all.

2. When enjoying the gardens in the Washington Square Village apartment complex, please do not enter the fountain and be sure to use the designated walkways and avoid shortcuts that will damage grass, flowers, and hedges. Please do not pick flowers or plants.

3. The garden area is a place of quiet for your use and enjoyment. Please take care to keep noise at a minimum.

4. To maintain a safe environment, biking, rollerblading, skateboarding, and ball playing should be practiced elsewhere.

5. Dogs on leashes are welcome in the garden. Kindly clean up after your dog here as elsewhere.

6. Trash and recycling receptacles are available for your convenience. Please help keep the area clean.

7. Please refrain from smoking and/or consuming alcohol in the garden areas.

WSV Playground (the “Key Park”) and Local Playgrounds

The Washington Square Village Playground

1. The Key Park is open to Residents of NYU’s Faculty Housing and community members who reside within the area bounded by 8th Street (North), Bowery-3rd Avenue (East), Grand Street (South) and 6th Avenue (West).

2. Access is available by requesting and submitting an application in person to Cushman & Wakefield, NYU's property manager. Proof of age and residency is required. A one-time charge of $15 per playground key is assessed at the time of application. The playground access key is not transferable and cannot be duplicated. A $25 fee will be charged to replace lost keys.
3. The playground rules are clearly posted at the entrance and crafted to ensure that the park is a safe place for all. Failure to abide by all of these regulations will result in the revocation of playground privileges and your key will be deactivated.

4. Use of the playground is limited to children 2 to 12 years old and one guest with a child in the same age group. Children must be accompanied by an adult at all times.

5. Please be aware that playground equipment is for the use of the children only.

6. There are no bathroom facilities on the premises; children must be escorted home if they need to use the toilet.

7. Activities such as bike riding, roller skating, skateboarding, ball playing, frisbees, etc. are not allowed in the Key Park. For these activities, children should use the public playgrounds on Mercer Street.

8. Prohibited activities include but are not limited to: smoking, littering, and radio playing.

9. Dogs and other pets are not allowed inside the playground.

Other Neighborhood Playgrounds

1. Rocket Ship Park – A small playground adjacent to Silver Towers, 110 Bleecker Street, is available for Tenants with children 4 years and under, Monday through Friday after 2:00 p.m. and on school holidays and weekends. At all other times, the playground is used by the children and staff of University Plaza Nursery School.

2. NYC Public and Indoor Playgrounds – There are a variety of public playgrounds in close proximity to NYU’s campus, including the playgrounds on Mercer Street, LaGuardia Place, as well as the two playgrounds in Washington Square Park. You can find a quick link to the NYC Parks Department website, a list of indoor playgrounds in the area, as well as additional sports and recreational resources on www.nyu.edu/family.care/parenting/family.fun.html

Parking Garages

The Washington Square Village parking garage, located in the center of the Washington Square Village complex, often has parking spaces available on a daily basis. Monthly parking spots are charged at a reduced rate for NYU affiliates; first priority goes to Residents in Washington Square Village. Please contact Central Parking for further details at 212.253.9061.

A complete list of car parking garages in the area, including those with NYU discounts, is available on the NYU website at http://www.nyu.edu/about/visitor-information/parking.html

Smoking

1. Please remember, NYC’s Smoke-Free Air Act prohibits the smoking of cigarettes, cigars, and pipes in all public or common indoor areas of apartment buildings including lobbies and corridor halls, elevators, and laundry rooms.

2. For safety reasons, do not throw cigarette butts down the compactor chute, out of your window, off
your terrace, or onto the lawns in front of the building.

3. Please be aware that smoke permeates through windows, vents, radiators, and hallways. Please be considerate of your neighbors and limit the amount of smoke coming from your apartment.

**Neighborly Etiquette and Health & Safety >>>**

1. The comfort or rights of other Tenants must not be interfered with. This means that elevated or annoying sounds, smells, including cigarette smoke, cigars, incense, etc, and lights are not permitted.

2. Please consider the volume of your television, radio, CD player, and musical instrument and make an effort to reduce the noises that filter from your home into the hallway and your neighbors’ apartments. Remind your children, if any, to use indoor voices when playing. Prevent excessive dog barking both inside and outside your apartment.

3. Musical instrumental practice is permitted for reasonable periods of time between the hours of 9:00 am and 8:00 pm only.

4. Smoke / Carbon Monoxide Detector: A combination smoke/carbon monoxide detector is installed in each apartment. Tenants are responsible for changing the batteries in these units every six (6) months; consider using daylight savings time in the Fall and Spring as your reminder to do so.

5. Lock Your Doors: Our doormen do a good job of protecting our buildings and Tenants, however it is important that you too are vigilant. For your security, please be sure to keep your apartment door closed and locked at all times. In addition, it is a good practice to always check to see who is at your door before opening it. If you are having any difficulty locking your door, please contact the Client Services Center (CSC) at contactcsc@nyu.edu/.

6. No firearms are permitted in the Building.

7. All Residents must give Cushman & Wakefield a copy of the keys to all locks on their apartment door. No locks on apartment door may be changed without the Landlord's prior written consent.

8. No one is allowed on the roof. Nothing may be placed on or attached to, or thrown from, fire escapes, sills, windows, ledges, balconies, terraces or exterior walls of the apartment or in the hallway or public areas.

9. For safety reasons, please be sure that Cushman & Wakefield has an up-to-date record of the names of all individuals living in your household, as well as an accurate and up-to-date Emergency Contact Sheet on file. These documents are retained in Cushman & Wakefield’s files.

**Maintenance of and Modifications to Apartment >>>**

1. Prior approval is required for any renovations or modifications to the apartment. This rule is established and maintained to protect the apartment and the health & safety of all Residents, as well as to ensure compliance with NYC Department of Building codes and other regulations.

2. Residents must obtain prior written consent to alter the apartment. This includes painting or wallpapering the apartment and installing any paneling, flooring, built-in decorations, partitions, or railings. The Tenant must not change plumbing, ventilating, air conditioning, electric or heating
systems. If consent is given, the Landlord retains the right to demand that the Tenant remove the alterations and installations at the Tenant’s own expense before the end of the lease term.

3. All Residents are required to schedule an appointment and request assistance to move furniture, fixtures, and equipment.

4. At least eighty percent (80%) of the Apartment floors must be covered by carpets or rugs. No wall-to-wall carpeting or rugs are to be stapled or glued to the floors. No water beds, hot tubs or similar water-filled devices are permitted in the Apartment without the written consent of Landlord.

5. At lease renewal, and upon request, the interior of apartments are eligible to be painted. In lieu of complete interior painting at lease renewal, Residents may select from a menu of options to upgrade their apartment, including floor refinishing, wall base replacement, kitchen countertop and backsplash replacement, kitchen cabinet re-facing, and new appliances.

6. The use of a dishwasher, washing machine, dryer, freezer, heater, ventilator, air cooling equipment, or other major appliance is forbidden unless installed by the Cushman & Wakefield.

7. The Tenant must take good care of the apartment and all equipment, fixtures, and appliances in it. The Tenant is liable for costs of all repairs and replacements when the need results from Tenant’s act or neglect, including but not limited to damage from rain through open window, overflowing sinks, tubs, and showers. Tenant is also liable for damage to other apartments as a result of their negligence or careless action.

8. The Tenant must give the Landlord prompt notice of fire, accident, damage or dangerous or defective condition.

**Renter’s Insurance >>>**

NYU strongly recommends that all Residents purchase renter’s insurance which provides coverage for the Residents’ personal property and liability for bodily or personal injury arising out of the rental or use of the Apartment. NYU’s group insurance program allows you to receive quotes from three of the nation’s respected insurance carriers. As an employee of NYU, you are automatically eligible to apply for policies with special discounts.

- Phone: 866.486.1945
- Email: payrolldeduct.db@marshpm.com
- Web: www.personal-plans.com/nyu

**Subletting Your Apartment >>>**

General Policies

1. As stated in all NYU leases, tenants are only allowed to sublet their apartment for periods longer than 30 consecutive days. Moreover, the rent charged by the tenant to a subtenant may not exceed the tenant’s rent plus a 10% surcharge for a furnished apartment.
2. Subletting your apartment for periods of less than 30 days via Internet sites is strictly forbidden. Such practices are not allowed under the lease and jeopardize the safety and security of fellow tenants and colleagues. The University takes this issue very seriously and any such violation will be strictly penalized with sanctions up to and including eviction.

3. The Office of Faculty Housing’s Sublet Search Service for Current Tenants can help you locate a subtenant during your summer, winter, or academic leave. Once you secure a subtenant for the summer/winter holiday, you are required to submit a copy of the sublease to the Office of Faculty Housing for review and approval.

4. Details of your obligations, the Sublet Search Service, and sample sublease are available at www.nyu.edu/faculty.housing/.

Academic Year Sublet

1. All academic year sublets must be approved by the University and the apartment must be made available to University affiliates before being offered to the non-affiliate market.

2. If you wish to sublet your apartment during the academic year, please submit your information via the web. If the University cannot find an acceptable match within seven (7) business days, the tenant is free to find their own subtenant.

3. Faculty members on approved leave or sabbatical wishing to sublet their apartment during the academic year will be eligible to receive 110% guaranteed rent and additional improvements to their apartment when they participate in the program and their apartment is subleased by the subtenant’s school on behalf of a visiting faculty member.

4. The full policy is available on-line at http://www.nyu.edu/faculty.housing/.

**A Final Word >>>**

This document highlights some of your rights and responsibilities as a Resident in NYU Faculty Housing and is not intended to be all inclusive. Your lease with Cushman & Wakefield and relevant NYU policies are the primary documents that govern your residency. For additional information, please refer to your lease or contact the Cushman & Wakefield or the Faculty Housing offices.
We are with you every step of the way >>>

Office of Faculty Housing
Phone: 212.998.2209
Email: facultyhousing.office@nyu.edu

Cushman & Wakefield, 2 WSV, Unit #1-O
Phone: 646.997.9988
Hours of Operation: Monday through Friday, 9am to 5pm

Building Superintendent – Will Falzone
Office Phone: 212.477.2996

Doorman/Front Desk: 212.477.2996

Maintenance issue in your apartment?

Contact the Client Services Center to submit a work order request by phone, fax, email or online form:
Phone: 212.998.1001
Fax: 212.995.4671
Email: contactcsc@nyu.edu
Website: http://www.nyu.edu/fcm/help.htm

Important Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>NYU Public Safety</td>
<td>212.998.2222</td>
</tr>
<tr>
<td>Police, Fire, Health Emergencies</td>
<td>911</td>
</tr>
<tr>
<td>Local Police Station: Sixth Precinct</td>
<td>212.741.4811</td>
</tr>
<tr>
<td>NYC Government and non-emergencies</td>
<td>311</td>
</tr>
<tr>
<td>NYPD Switchboard</td>
<td>646.610.5000</td>
</tr>
<tr>
<td>MTA Transit Information</td>
<td>511</td>
</tr>
<tr>
<td>For Gas, Steam, or Electrical Emergencies, call Con Edison</td>
<td>800.752.6633</td>
</tr>
<tr>
<td>Bellevue Hospital</td>
<td>212.561.4141</td>
</tr>
<tr>
<td>Beth Israel Hospital</td>
<td>212.420.2000</td>
</tr>
<tr>
<td>NYU Langone Medical Center</td>
<td>212.263.7300</td>
</tr>
<tr>
<td>Time Warner Cable</td>
<td>212.358.0900</td>
</tr>
<tr>
<td>Verizon Fios</td>
<td>888.438.3467</td>
</tr>
<tr>
<td>Verizon Phone Service</td>
<td>800.826.2355</td>
</tr>
</tbody>
</table>
**Additional NYC and NYU Resources**

**New York City**

- Board of Elections for Voter Registration, Polling Sites, and Election Results – [http://vote.nyc.ny.us](http://vote.nyc.ny.us)
- Department of Motor Vehicles (DMV) – [http://www.dmv.ny.gov](http://www.dmv.ny.gov)
- Local DMV offices for Driver’s License and more – [http://www.dmv.ny.gov/ethrum.htm](http://www.dmv.ny.gov/ethrum.htm)
- Village Alliance – [www.villagealliance.org](http://www.villagealliance.org)
- CitiBike – [http://citibikenyc.com](http://citibikenyc.com)
- Ride The City – [www.ridethecity.com](http://www.ridethecity.com)
- Dog Runs – [www.nycgovparks.org/facilities/dogareas](http://www.nycgovparks.org/facilities/dogareas)

**New York University**

- NYU Community Advantages – [www.nyu.edu/faculty/community-advantages/](http://www.nyu.edu/faculty/community-advantages/)
- Carebridge Life Resources, NYU’s Employee Assistance Program – 800.437.0911
- Coles Sports & Recreation Center – [http://www.gonyuathletics.com](http://www.gonyuathletics.com)
- Parenting Resources on child care, schools, activities, and more – [www.nyu.edu/family.care](http://www.nyu.edu/family.care)
- NYU Events Calendar – [http://events.nyu.edu/calendar/](http://events.nyu.edu/calendar/)