

Faculty Housing Move in Packet

Moving Companies & Insurance

Please see the attached list of movers provided for your convenience (page 3). For competitive pricing, we suggest obtaining at least three estimates. These particular companies have current Certificates of Insurance on file with NYU. While no additional certificate is required for these companies, NYU recommends obtaining personal insurance when hiring a mover.

If you do not use one of the movers from the list provided, the mover must provide a Certificate of Insurance prior to your move. **Please send your mover a copy of NYU's sample Certificate of Insurance and confirm the details of your mover's insurance with them as early as possible in your planning. Moving companies that do not meet NYU's minimum insurance requirements will not be approved to come on NYU's property.** The mandatory minimum insurance requirements are enclosed. The Certificate of Insurance must include a cover sheet detailing the name of the moving company, your name, address and apartment that you are moving to/from. **The Certificate may be faxed to Cushman & Wakefield at (646) 997.9990 or emailed to gina.mayonove@cushwake.com.**

It is not the responsibility of the Office of Faculty Housing nor Cushman & Wakefield to advise proposed subtenants of these requirements.

Move-in Times & Elevator Reservations

The buildings allow for tenant moves **Monday through Friday, 9:00am to 5:00pm only** and moves are not allowed on weekends or holidays. In addition, we require a minimum of 30 days' notice for all moves. To avoid elevator usage conflict, please reserve the elevator with Client Services at 212-998-1001 or email contactcsc@nyu.edu. If there is already a scheduled move for the time of your request, you will be contacted to reschedule for another date.

There is a freight elevator in most buildings. Movers and tenants will not be allowed to bring boxes, furniture or other large items into passenger cars. If you are not using a moving company and are moving your possessions by yourself, any damage to either the freight elevator or hallways will be charged back to your account or retained from your security deposit.

Lease Signing

All lease signings take place at 2 Washington Square Village, Suite 1-O, New York, NY 10012 Monday to Friday between 9am and 4pm. Please schedule your lease signing with Michael Broderick of Cushman & Wakefield. **Please provide first month's rent and security deposit (separate checks) at time of lease signing. Please make both checks payable to New York University**

Keys

If you are moving into an apartment, please note that **keys are only released on your lease start date**. If you are vacating an apartment in Washington Square Village, Buildings 1 to 4, keys must be dropped off to our office in an envelope marked with your name, building, and apartment number. All other keys may be dropped off to the respective door attendant of your building in a clearly marked envelope.

Deliveries

Please note deliveries of any kind are not permitted prior to your arrival and lease start date, unfortunately, no exceptions can be made. Kindly schedule all deliveries for after your arrival and lease start. Certificate of insurance is always required for large deliveries as well as notifying the Client Service Center at contactcsc@nyu.edu.

Mailbox

Once you have picked up your keys and moved into your apartment, please place your name in the slot provided on the inside of your mailbox or the Postman may not place mail addressed to your name in the box.

Prior to Move in Day

Prior to Move-in	Point of Contact	Notes
Confirm lease start date with NYU Faculty Housing	NYU Faculty Housing - 212.998.2209 rosemary.rivera@nyu.edu erin.egan@nyu.edu	Keys are only released on the lease start date
Schedule lease signing appointment & put name on bicycle storage waitlist (if applicable) with Cushman & Wakefield	Cushman & Wakefield 646.997.9996 2 Washington Square Village, Suite 1-0 New York, NY 10012 cushwake@nyu.edu	All lease signings take place at 2 Washington Square Village, Suite 1-0 New York, NY 10012 Monday-Friday 9am-4pm.
Hire moving company	See list of movers on page 3	Please have mover's insurance (COI) approved prior to scheduling mover.
Ensure that Certificate of Insurance for movers and deliveries has been submitted & approved	Certificate of Insurance template provided on page 9	All certificates of insurance need to be submitted directly to Gina Aiosa gina.mayonove@cushwake.com .
Reserve elevator for move-in day with Client Service Center	Client Service Center 212.998.1001 contactcsc@nyu.edu	Moves are permitted Monday-Friday 9am-5pm (no holidays or weekends)
Obtain renter's insurance (\$1,000,000 minimum coverage) All tenants must provide proof of renter's insurance within 30-days to Cushman & Wakefield	You are welcome to use an insurance company of your choosing, or Website: www.personal-plans.com/nyu Phone: 866-486-1945	Cushman & Wakefield 646.997.9996 2 Washington Square Village, Suite 1-0 New York, NY 10012 cushwake@nyu.edu
Set-up electricity account with ConEdison (Not applicable for Silver Towers residents)	Con Edison: https://www.coned.com/en/services-and-outages/service-management-page 1.800.752.6633	Please reference page 6 for detailed information. Con Edison inquiries: NYU.electric@cushwake.com
Set-up cable, internet and phone	Spectrum Sales 855.243.8892 Customer Support 1.800.892.4357 Web: www.spectrum.com	Verizon FIOS Main number:1.800.VERIZON Robert Herrera Verizon Engagement Manager Call/Text: (347) 514-4076 Email: Robert.Herrera@ustci.com

On Move in Day

Move-in day		
Car parking	Washington Square Village Garage: Central Parking: 212.253.9061 Silver Towers Garage: Silver Towers Residents only	Silver Towers residents: Please contact Gina Aiosa for rates and availability at gina.mayonove@cushwake.com .
Sign-up for payroll deduction (recommended)	Fill out form at Lease signing	Please contact Elsa Helligar at elsa.helligar@cis.cushwake.com for questions.
Obtain key to playground, one key per family. Complete applicable form.	Contact Gina Aiosa at gina.mayonove@cushwake.com for questions and to apply.	\$15 fee payable by check or money order. Suitable for children 2-12 years old.
Provide first month's rent and security deposit (separate checks)		Please make payments payable to New York University
Pet owners are required to provide an additional Pet Deposit in the amount of \$500 at lease signing. Refundable at move-out if no damages		As per NYU Faculty Housing lease Section 26.a, tenants are permitted 1-dog or 2-house cats. Tenants are not to exceed this allocation.

Movers

COI on File with NYU:

Consolidated Business Resources

Contact: Bob Richardson

P: (646) 772.1993 or (973) 483.7600

Email: brichardson@cbrgogreen.com

Website: www.consolidatedbusinessresources.com

Moishes

P: (800) 266.8387 ext. 526

Website: <http://www.moishes.com/>

Liffy Van Lines

P: (212) 410.3500

Email: sales@liffeyvan.com

<http://liffeyvanlines.com/>

COI not on file with NYU – please submit a copy of the COI for your move:

- **Reliable Van & Storage** - <https://www.newjerseymoversnj.com/> (Tristate NY-NJ-CT)
- **J Sutton & Company Moving Services** - <https://jsuttonandco.com/> (Tristate NY –NJ-CT)
- **Oz Moving & Storage** - <https://www.ozmoving.com/new-york/manhattan> (local + USA)
- **FlatRate Movers** - <https://www.flatrate.com/> (local + USA + International)
- **Beltmann Group** - <https://www.beltmann.com/> (local + USA + International)
- **Armstrong Relocation** - <https://www.armstrongrelocation.com/> (local + USA + International)
- **Atlas Van Lines** - <https://www.atlasvanlines.com/> (local + USA + International)
- **Molloy Bros Moving/Mayflower Transit** - <http://www.molloybros.com/> (local + USA + International)
- **Piece of Cake Moving & Storage** - <https://mypieceofcakemove.com/> (local + USA)

Please send your mover a copy of NYU's sample Certificate of Insurance and confirm the details of your mover's insurance with them as early as possible in your planning. Moving companies that do not meet NYU's minimum insurance requirements will not be approved to come on NYU's property. The mandatory minimum insurance requirements are enclosed. The Certificate of Insurance must include a cover sheet detailing the name of the moving company, your name, address and apartment that you are moving to/from. The Certificate may be faxed to Cushman & Wakefield at (646) 997.9990 or emailed to gina.mayonove@cushwake.com.

Elevator Dimensions

Building	Passenger Elevator Dimensions	Service Elevator Dimensions
1 & 2 WSV	92"H x 70"W x 45"D	98 1/2"H x 63W x 47"D
3 & 4 WSV	92"H x 70"W x 45"D	98 1/2"H x 63W x 47"D
100 & 110 Bleecker	93"H x 77"W x 48"D	N/A
14 Washington Pl	(A) 92"H x 72"W x 54"D (B) 100"H x 66"W x 54"D	N/A
15 Washington Pl	94 1/2"H x 72"W x 48"D	N/A
7-13 Washington Square North	89"H x 68"W x 47"D	N/A
29 Washington Square West	89"H x 60"W x 50"D	95"H x 41"W x 61"D
37 Washington Square West	90"H x 61"W x 53"D	90"H x 54"W x 46"D
16-18 East 8th Street	78"Hx36"Wx36"D	N/A
120 West 15th Street	99"H x 80"W x 51.5"D (Door: 84"Hx42"W)	N/A

Electricity

NYU Faculty Housing units are on the master account and require the transfer of ownership of the electricity account as of the first day of your lease. In order to open your new account, the master account must release your unit in advance of your lease start date. This may take effect up to 24 hours or even past your actual lease start date.

Please note you are responsible for the electricity charges as of the first day of your lease.

To set up your electricity account, not applicable to Silver Towers, please visit the Con Edison website at <https://www.coned.com/en/services-and-outages/start-service>.

Con Edison Phone Number: **1.800.752.6633**

Silver Towers is on the NYU Co-Gen Plant. An account with Con Edison is not required.

ConEdison may list your apartment under a different address, please reference your building below:	
NYU Name	Con Ed Name
1 Washington Square Village	1 Washngtn Sq Vill
2 Washington Square Village	2 Washngtn Sq Vill
3 Washington Square Village	3 Washngtn Sq Vill
4 Washington Square Village	4 Washngtn Sq Vill
14 Washington Place	14 Washington Plac
15 Washington Place	15 Washington Plac
7-13 Washington Square North	7 Washington SN or 7 WASHINGTON SQ N
21 Washington Square North	21 Washington Sq N
37 Washington Square West	37 Washington Sq W
120 West 15th Street	120 W 15 St
6-8 East 8th Street	6 E 8 ST
12-14 East 8th Street	12 E 8 ST
16 East 8th Street	16 E 8 ST
18-20 East 8th Street	18 E 8 ST
22-26 East 8th Street	22 E 8 ST

ConEdison should list all other NYU buildings with the same building name as stated on your lease. If you have any specific questions regarding the setup of your ConEdison account, please contact Cushman & Wakefield at (646) 997.9988 or NYU.electric@cushwake.com.

Dear Neighbor:

To request access to the Washington Square Playground, please complete the information requested below and return this form in person to NYUs managing agent, Cushman & Wakefield, 2 Washington Square Village, Suite 1-O, New York, New York 10012. Please include proof of residency, proof of child’s age and application fee when submitting this application form

- Applications are accepted Monday to Friday, 9am to 3pm in person.
- The playground is appropriate for children 2-12 years of age.
- Proof of age and address is required by submitting copy of birth certificate and recent utility bill.
- The playground access key is not transferable and cannot be duplicated.
- A one-time charge of \$15 per playground key is assessed at the time of application.
- Please make all checks or money orders payable to New York University. **Cash or credit card is not accepted.**
- Failure to abide by all playground regulations will result in the cancellation of the playground privileges.
- One key per family.

If you have any questions, please contact Cushman & Wakefield at (646)997.9988 or cushwake@nyu.edu.
Thank you for your interest.

NAME _____	
ADDRESS _____	ZIP CODE _____
HOME TELEPHONE _____	WORK TELEPHONE _____
EMAIL ADDRESS _____	

I am a resident of NYU’s Faculty Housing or I reside within an area bounded by 8th Street (North), Bowery-3rd Avenue (East), Grand Street (South) and 6th Avenue (West). Playground use is for children 2 to 12 years old; and proof of age and residency is required. I agree to abide by all playground regulations.

NAME OF CHILD (REN):

DATE OF BIRTH:

1. _____
2. _____
3. _____

- _____
- _____
- _____

SIGNATURE

DATE

**Please return form with payment, proof residency and child’s age, in person, to:
Cushman & Wakefield
2 Washington Square Village, Suite 1-O
New York, New York 10012**

Rules of the Washington Square Village Playground

1. Use of the playground is limited to tenants and children up to 12 years of age and one guest with a child in the age group.
2. Children are not permitted in the playground without adult supervision.
3. When entering the playground please be sure to close the gate directly behind you.
4. The gate is not to be opened for anyone while you are inside the playground.
5. There are no bathroom facilities on the premises. Please do not use the playground as a bathroom.
6. Organized events are not permitted in the playground.

Prohibited activities include:

- No Smoking
- No Littering
- No Bicycle or Tricycles
- No Skate Boarding, Roller Blading or Roller Skating
- No Radio Playing
- No Frisbees
- No Ball Playing
- No Pets
- No Fighting
- No removal or usage of sand except for play purposes in the box

The playground key is not transferable and cannot be duplicated. A \$25 fee will be charged to replace lost keys. Failure to abide by all playground regulations will result in the revocation of playground privileges and your key will be deactivated.

Signature: _____

Date: _____

SAMPLE		CERTIFICATE OF INSURANCE				date (mm/dd/yy)	
PRODUCER VENDORS INSURANCE COMPANY		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.					
		COMPANIES AFFORDING COVERAGE					
		COMPANY A					
INSURED VENDOR NAME VENDOR ADDRESS		COMPANY B					
		COMPANY C					
		COMPANY D					
COVERAGES							
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOT WITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFF. DATE	POLICY EXP. DATE	LIMITS		
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GEN'L LIABILITY <input checked="" type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> OWNER'S & CONTR'S PROT <input checked="" type="checkbox"/> Contractual liab.incl.		MM-DD-YY	MM-DD-YY	EACH OCCURRENCE PRODUCTS- COMP / OP AGG PERSONAL & ADV INJURY GENERAL AGGREGATE FIRE DAMAGE (Any one fire) MED EXP (Any one person)	\$ 2,000,000 \$ 2,000,000 \$ 1,000,000 \$ 2,000,000 \$ \$ 5,000 pp	
C	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> _____		MM-DD-YY	MM-DD-YY	COMBINED SINGLE LIMIT BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE	\$ 1,000,000 \$ \$ \$	
	GARAGE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> _____				AUTO ONLY - EA. ACCIDENT OTHER THAN AUTO ONLY EACH ACCIDENT AGGREGATE	\$ \$ \$ \$	
B	EXCESS LIABILITY <input checked="" type="checkbox"/> UMBRELLA FORM <input checked="" type="checkbox"/> OTHER THAN UMBRELLA FORM		MM-DD-YY	MM-DD-YY	EACH OCCURRENCE AGGREGATE	\$ 5,000,000 \$ 5,000,000 \$	
D	WORKER'S COMP. AND EMPLOYER'S LIABILITY THE PROP/PARTNERS/ <input checked="" type="checkbox"/> INCL EXEC. OFFICERS ARE <input checked="" type="checkbox"/> EXCL		MM-DD-YY	MM-DD-YY	X STATUTORY LIMITS EACH ACCIDENT DISEASE - POLICY LIMIT DISEASE - EACH EMPLOYEE	\$ 1,000,000 \$ 1,000,000 \$ 1,000,000	
	FIDELITY BOND						
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS:							
New York University, New York University School of Law Foundation, and their respective members, subsidiaries and affiliates are hereby named as additional insured as respect to their interests regarding New York University & New York University School of Law Foundation.							
CERTIFICATE HOLDER				CANCELLATION			
NEW YORK UNIVERSITY 2 Washington Square Village / Suite 1-0 New York, NY 10012				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.			
				AUTHORIZED SIGNATURE			

***Please fax back to 646-997-9990 – be sure to include client name, address, apartment #, and date of move .**

AUTHORIZATION FOR AUTOMATIC PAYMENT OF RENT

Apartment/Unit#: _____

Building Address: _____

For my benefit and convenience, I hereby authorize New York University to deduct from my salary the amount I owe for my rental of the Premises, I agree that:

1. If the rent (including any additional charges) of the premises exceeds the amount of the payroll deduction, I shall pay the excess rent owed to New York University the first day of the month; and
2. The authorization set forth herein applies to any change in the rent, so that if the rent increases or decreases, the payroll deduction amount will be increased, decreased and/or stopped accordingly; and
3. I am responsible for monitoring payroll rent deductions and for advising Cushman & Wakefield of any problem or discrepancies.
4. I hereby acknowledge that any changes to payroll rent deduction (PRD) will be submitted prior to internal deadline of the 15th of the month to ensure processing by the next pay cycle. Any requests submitted after the 15th of the month are not guaranteed to be processed for the next month.

Signature: _____

Print Name: _____

University Identification Number: _____

School & Department: _____

Position: _____

Start Date Requested: _____

Rent Amount: \$ _____ Misc. Charge(s): \$ _____

Total Deduction: \$ _____

Applicant is paid monthly _____ Applicant is paid bi monthly _____

(eligible)

(not eligible)

Note: Employees paid bi-monthly, Medical School and NYU Abu Dhabi employees and non-affiliate tenants are not eligible for automatic payroll deduction. Please contact Cushman & Wakefield for alternative payment methods.

Dear Resident,

On behalf of New York University, I welcome you to NYU Faculty Housing.

We know it is a busy time for you but I would like to take a moment to connect and also let you know that in the coming weeks, you will begin receiving building notices, newsletters and community event announcements from us via email.

We hope these incoming resident advisories and building-related information will help you and your household settle into your new home in our residential community.

If you have not already provided your contact and occupant information at lease signing or would like to update your information with our lease administrator Cushman & Wakefield, please email cushwake@nyu.edu. If you would like to add your spouse/partner to our email distribution list, kindly provide their contact information on this [form](#).

For maintenance or facilities concerns, please contact the NYU Client Services Center at 212-998-1001 or email contactcsc@nyu.edu to have a Work Order generated. From there, your inquiry will be routed to an onsite building superintendent and building staff for completion. Any issues can be addressed by the onsite Facilities Management team. The Client Services Center is staffed Monday through Friday from 6:00 am to 6:00 pm as well as Saturday and Sunday from 8:00 am to 8:00 pm. Please email the CSC during times of limited phone access, Monday-Friday, 6:00 pm to 10:00 pm and Saturday-Sunday, 4:00 pm and 8:00 pm.

I invite you to visit our NYU Faculty Housing Happenings [blog](#) to learn about community news and events. As you become familiar with NYU's community resources, please note that The Backyard within the Washington Square Village courtyard is available with advance reservations for small private events such as a children's birthday party. Please check the [reservation calendar](#) for availability and place a request via this request form located [here](#).

Feel free to reach out to Erin Donnelly, Community Liaison, NYU Faculty Housing and Residential Services, 347-514-0317 or erin.donnelly@nyu.edu if you have questions about communications or events.

Sincerely,



Erin Lynch
Assistant Vice President, Faculty Housing
New York University

BUILDING RULES AND REGULATIONS

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. No Tenant shall play upon, or suffer to be played upon, any musical instrument in such a manner as to disturb or annoy other occupants of the building. Musical instrumental practice is permitted for reasonable periods of time between the hours of 9:00 am and 8:00 pm only, but such practice shall not be permitted in the event that it disturbs other tenants of the building.
2. The public halls, stairways, elevators and elevator vestibules shall not be obstructed by any person or used for children's play, loitering or for any purpose other than ingress to and egress from the apartments.
3. No sign, advertisement, illumination, drawing or projection shall be displayed or projected on, or at, any window, apartment door or other parts of the Building except such as shall be designated by Landlord for that purpose.
4. No containers or other articles shall be placed in the halls, landings or stairwells.
5. No baby carriages, strollers, bicycles, tricycles, scooters or other like paraphernalia shall be allowed to remain in the halls, or parked on the landings, stairwells, building lobby, vestibule, exterior entryway or other common areas
6. Laundry machines, if any, are used at Tenant's risk and cost. Instructions must be followed. Tenants and their employees must observe the rules of common courtesy in the use of washers and dryers. No laundry shall be hung on terraces or balconies.
7. 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.
8. No air conditioners, clothes washers and/or dryers, dishwashers or other major appliances shall be installed in the Apartment without Landlord's prior written consent.
9. Terraces and balconies must be kept clean and free from snow, ice, leaves, garbage and any combustible items. No fences or other additions are permitted on terraces or balconies. No cooking is permitted on terraces or balconies. Planters maintained on a terrace or balcony shall be restricted to a maximum weight of 250 lbs, and shall be readily movable, and constructed of fire-resistant wood species or other durable lightweight materials. No planters, irrigation systems or fences shall be mounted to the parapet or exterior walls.
10. Supplies, packages, dry cleaning may be accepted by the Building doormen (if any) as Landlord may direct. Limitations on the size and contents of packages may be imposed to assure the safety and convenience of all tenants. Landlord shall not be responsible for the loss or damage of any such

property, unless caused by intentional acts or gross negligence. Storage of Tenant's belongings in public storage areas is at Tenant's risk.

11. 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.
12. Tenants must give to Landlord keys to all locks on Apartment doors. No locks on apartment doors may be changed without Landlord's prior written consent.
13. Rules with respect to the disposal of garbage must be followed. Wash lines, vents and plumbing fixtures must be used for their intended purposes.
14. No cleaning of apartment windows from the outside is permitted under any circumstances.
15. No firearms are permitted in the Building.
16. No smoking is permitted in the elevators, stairwells, laundry room or any public or common area of the Building.
17. The moving of furniture, fixtures and equipment must be scheduled with Landlord.

SILVER TOWER TENANTS ONLY (100 Bleecker Street and 110 Bleecker Street):

1. Awnings, venetian blinds, window guards, or other window coverings shall not be permitted within the Apartment. No window shade or window drape other than those furnished by Landlord shall be permitted to be installed within the Apartment except that the Landlord may give written consent to the Tenant to replace the Landlord's drapes provided:
 - a. That the Tenant returns the furnished drapes to the Landlord immediately upon removal.
 - b. That the Tenant immediately upon removal of the Landlord's drapes installs drapes of his own choosing furnished by the Tenant at his or her own cost.
 - c. That the backing of the drapes that faces the windows be of similar color as that of the drapes furnished by the Landlord. Color swatches for the purpose of selecting a similar color shall be furnished by the Landlord or his agent upon request.

Building Laundry Rooms

Building	Location	Operation
1 & 2 WSV	Basement	Card operated machines with Hercules card dispensers in each room.
3 & 4 WSV	Basement	Card operated machines with Hercules card dispensers in each room.
100 & 110 Bleecker	Basement	Card operated machines with Hercules card dispensers in each room.
14 Washington Pl	Basement	Card operated machines with Hercules card dispensers in each room.
15 Washington Pl	Basement	Card operated machines with Hercules card dispensers in each room.
7-13 Washington Square North	Basement	Card operated machines with Hercules card dispensers in each room.
29 Washington Square West	Basement	Card operated machines with Hercules card dispensers in each room.
37 Washington Square West	Basement	Card operated machines with Hercules card dispensers in each room.
East 8th Street	Basement of 18-20 E 8th Street for all tenants	Card operated machines with Hercules card dispensers in each room
120 West 15th Street	Basement	Card operated machines with Hercules card dispensers in each room

269 Greene Street	Residents may use 7-13 Washington Square North machines located in basement of building.	Card operated machines with Hercules card dispensers in each room.
Washington Mews	Residents may use 7-13 Washington Square North and/or 18-20 E 8th St machines located in basement of each respective building.	Card operated machines with Hercules card dispensers in each room.
27 Washington Square North	Basement	Card operated machines with Hercules card dispensers in each room