Rights and Responsibilities of Residents in NYU Faculty Housing

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

The Client Service Center (CSC) responds to all 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”

Silver Towers

Silver Towers was designed by I.M. Pei and completed in 1967. The matching pair of thirty story residential towers provides housing exclusively for NYU faculty members and offer spectacular views of New York. These towers, along with 505 LaGuardia Place, are part of “University Village” and were developed by NYU. The three landmarked buildings border a courtyard plaza which contains Carl Nesjar’s interpretation of a statue based on Picasso’s ‘Bust of Sylvette’.

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 Silver Towers. 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.

**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. As Residents in a landmarked building, you must comply with established standards. This includes among other things the use and choice of window treatments. No awnings, venetian blinds, window guards, other window coverings are permitted within the apartment. No window shade or window drape other than those furnished by the Landlord are allowed to be installed within the Apartment except with the written consent to the Tenant who agrees to meet the following conditions:
   - The Tenant returns the furnished drapes to the Landlord immediately upon removal.
   - The Tenant, immediately upon removal of the Landlord’s drapes, install drapes of his own
choosing furnished by the tenant at his or her own cost.

- The backing of the drapes that faces the windows must be of similar color as 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.

2. 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.

3. 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.

4. For safety sake, no object may be thrown from the apartment windows or the terrace.

**Terraces**

1. While a terrace is a welcome addition, as required by New York City law and your lease, cooking and barbecuing on the terrace is strictly prohibited.

2. In order to maintain a consistent, clutter free exterior view, terraces are not to be used as a storage area for trunks, cartons, etc. or for drying laundry. Neither fences nor other additions are permitted on the terraces.

3. Planters placed on the terrace shall be restricted to a maximum weight of 250 lbs., be readily movable, and constructed of fire-resistant wood or other durable light-weight materials.

4. No planters, irrigation systems or fences shall be mounted on the parapet or exterior walls.

5. In order to maintain the building, Residents are asked to contact the Client Services Center (CSC) every three years to arrange for Spring painting of the terrace. Please be aware that the terrace must be painted regulation white; no other color is permitted.

6. Please help us keep your building clean and safe by refraining from feeding and sheltering pigeons on your terrace. If you are experiencing issues with pigeons and/or their waste, do not address the situation yourself; contact the Client Service Center so that a pest control contractor can be dispatched to remove the waste safely.

7. For the safety of our community members, please ensure that objects placed on terraces or window sills are secure and not at risk of falling down outside the building.

**Air Conditioners and Other Major Appliances**

1. All apartments are equipped with PTAC (Packaged Terminal Air Conditioner) units and other kitchen appliances. Please contact the Client Services Center (CSC) with any operating concerns, requests for repairs, new filters, etc.

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 and dryers are not allowed in the building’s apartments.
Trash and Recycling

1. **Trash**: All wet and dry household garbage, other than recyclables, should be bagged and placed in the compactor chute for disposal. Leaving bagged trash on the floor creates a messy, unsanitary waste disposal area and attracts vermin. As a courtesy to your neighbors who live near the waste disposal rooms please deposit garbage in the chute before 11:00 p.m. and no earlier than 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 trash chute.

3. **Large Boxes, Aerosol and Paint Cans**: Large boxes and aerosol and paint cans are to be brought to the basement and placed near the door to the incinerator room for appropriate disposal. Please breakdown the boxes before bringing them to the basement.

4. **Furniture and bulky items**, including Christmas trees, should not be placed in the waste disposal rooms. Residents are required to bring any items that are too large for the chute down to the basement and place them near the door to the incinerator room. When discarding old furniture (or getting new furniture), please contact the Client Services Center (CSC) to schedule the elevator and/or request assistance.

5. **Unwanted Clothing and Textiles**: reFashionNYC, a partnership between the City of New York and Housing Works, makes clothing and textile donation easy. Convenient in-building donation bins are available in the basement area near the laundry rooms. All donations of clean clothing, handbags, belts, textiles, towels, and other linens are 100% charitable. Tax forms are available on the bins and on-line at [http://nyc.gov/refashion](http://nyc.gov/refashion)

6. **Give-away Table**: Located in the basement to the left of the elevator, is a small table where tenants can donate clean, usable items to other tenants. Appropriate items include gently used books, small unbroken toys, and small household items.

7. **Composting**: As part of the Residents’ commitment to the environment and in partnership with NYU Sustainability, the building established and supports a compost collection program for the disposal of food products and related products. The compost bins located in the basement to the right of the elevators are emptied daily. The compost materials are delivered to a commercial composting facility on a weekly basis. The following items are appropriate for disposal on the compost pile: food products such as fruit, vegetables, cheese, meat, poultry, seafood, bread, rice, and pasta; coffee grounds, filters, and tea bags; food soiled paper (napkins, towels, and plates), paper bags, newspaper (to wrap food scraps, line pail if using). Please note: Plastic bags used to transport waste are not biodegradable and should be disposed of in the trash chute.

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. The Bicycle Storage key is not transferable, cannot be duplicated, and must be returned when moving out of the building.

2. Use of the space is limited to eligible Tenants on file and Residents shall only use their assigned space for their bike. Any additional bicycles or items left in the bicycle storage area will be removed by the building management.

3. Protect your bike by keeping it locked while stored. Additionally, please ensure that the gate is closed and locked when exiting.

4. Bicycle Storage is provided as a convenience. Use of the storage area is assumed at the Resident's own risk. The building management is not responsible for any damaged or missing bicycles.

**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. NYU prohibits dogs from going on the grass and lawn areas which are intended for tenant recreation. Dog waste, even residual waste remaining after scooping, damages the landscaping and poses a health hazard to tenants taking advantage of our green spaces.

5. All dog owners are asked to 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. Do not use grass areas, trees, or flower beds for the elimination of urine or feces.
   - 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.
   - Additional suggestions are available on-line at http://www.aspca.org/pet-care/dog-care/urban-dog-etiquette/.

6. 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.

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

Use of the Grounds and Plaza Area >>>

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.

Silver Towers

1. Please be respectful of others and mindful of how Plaza activity and noise affects others on the Plaza and within their apartments.
2. Children are permitted to play on the Plaza and grass areas, provided that public art and property in general is respected. In particular, any play with the potential of damaging the Bust of Sylvette is prohibited.
3. The use of skateboards, roller skates, roller blades, and bicycles is permitted on the Plaza. All riders should take care to stay a safe distance away from the building entranceways and glass window areas, and wherever they may endanger themselves and others.
4. Please help us protect our landmarked property and the quality of life of residents inside their apartments by ensuring that no balls of any kind are thrown against the building walls or public
artwork. In addition, no hard balls may be tossed between people on the Plaza as this may endanger passersby.

5. The landscaped lawns and grass areas surrounding the Plaza, the Grove along Bleecker, and elsewhere are intended for Tenant recreation and picnicking. Dogs are not permitted on the grass and must be leashed; dog owners are required to curb and clean up after their dogs as required by law.

6. NYC Fire Department regulations do not permit parking on the Plaza. As a courtesy to all residents, drop off and pick up is permitted for 20 minutes only. Please be advised that vehicles left unattended for longer than 20 minutes will be subjected to a Parking Violation sticker or ticket.

Washington Square Village

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

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

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

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

5. Trash and recycling receptacles have been provided for your convenience. Please help keep the area clean.

6. 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 Silver Towers parking garage, with the entrance located on Houston Street, is available for the use of Silver Towers Tenants for monthly parking. Monthly parking spots are charged at a preferred rate. Please contact Cushman & Wakefield for further details at 646.997.9988.

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. While smoking is permitted within the confines of your apartment and on your terrace, please be mindful 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 or terrace.
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 changed 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 – Luis Guillen
Office Phone: 212.995.3414

Doorman – 100 Bleecker: 212.995.3407
Doorman – 110 Bleecker: 212.995.3403

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

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<td>NYU Public Safety</td>
<td>212.998.2222</td>
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<tr>
<td>Police, Fire, Health Emergencies</td>
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<td>Local Police Station: Sixth Precinct</td>
<td>212.741.4811</td>
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<td>NYC Government and non-emergencies</td>
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<td>NYPD Switchboard</td>
<td>646.610.5000</td>
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<td>MTA Transit Information</td>
<td>511</td>
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<td>For Gas, Steam, or Electrical Emergencies, call Con Edison</td>
<td>800.752.6633</td>
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<td>Bellevue Hospital</td>
<td>212.561.4141</td>
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<td>212.420.2000</td>
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<td>212.263.7300</td>
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<td>Time Warner Cable</td>
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<td>Verizon Fios</td>
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<td>800.826.2355</td>
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**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/)