

GRI Washington Square Housing Guidelines

Welcome to Global Research Initiatives, housing at Washington Square. GRI is part of the Provost's effort to make the Global Network University accessible to the greater NYU scholarly community. We are pleased to offer short-term housing to international professors and professionals who have been invited to collaborate at NYU.

Our goal is to support international research by providing visitors with temporary sublets to live within walking distance of the University. This program is not suitable for those who are planning to spend less than a month or more than a year in New York City. Our office strives to provide visitors and their hosting departments prompt responses to their inquiries. Due to the level of planning involved, prompt response time is important for participation in this program.

Once you have reviewed the guidelines and consulted the relevant webpage, additional questions can be sent to global.research@nyu.edu, which is the main point of contact for this program.

General Eligibility

This program is for international professors and professionals invited by NYU faculty to collaborate at the University. It is not intended for visiting students or postdoctoral researchers. Eligible visitors plan to stay from one month to one year in one of our NYU-owned apartments. While it may be possible to host repeat guests, priority will be given to first-time visitors. Visitors may stay in the apartments with a spouse or partner, but the units cannot accommodate children.

Submitting an Application

The hosting department's professor or administrator should complete the online application. If there is availability, GRI will respond with a rent quote within a few days. If there is not, GRI will let the hosting department know.

Applications are accepted on an ongoing basis, but it is best to apply for housing as soon as possible as availability is limited.

Guests/Family/Children/Pets

Visitors are welcome to host overnight guests, but only when the visitor is present. The Visitor must contact the GRI office with the names of any guests staying for one week or more. Visitors may never sub-lease their apartments – anyone to be discovered doing so will be asked to vacate the unit immediately.

These apartments are not appropriate for children or pets.

Length of Stay

New York housing law does not allow the program to accommodate visits of less than one month. We may be able to make exceptions for visits just under a month, but the full month's rent will be charged.

If a visitor's arrival and departure dates do not coincide with the first and last day of the month, the visitor may be charged by full calendar months.

If there are any changes in the visitor's arrival and departure dates, please contact our office as soon as possible.

Accommodations

We offer fully furnished studios and one bedrooms equipped with wifi, phone, and TV service. Each apartment also has sets of sheets, towels, and dishware available for use as well as a sofa bed for overnight guests.

It is not possible for prospective renters or sponsoring units to view apartments prior to booking. However, we can provide photos on request.

Visitor Letter and Agreement

One to two months before the visitor's arrival, GRI will email the hosting department with a Visitor Letter and Agreement. The visitor must sign the Agreement promptly return it to GRI via email or mail before their arrival.

Rent Payment

The rent and cleaning fee are detailed in the rent quote email. All stays in GRI Apartments are subject to a cleaning fee.

Visitors or hosting departments should submit payment one to two weeks prior to the visitor's arrival. In cases where stays are greater than one month, payments can be made in installments before the first of the month.

Visitors can submit payment via personal check, cashier's check, traveler's check, or money order. We do not accept credit cards, cash, or wire transfers. Visitors can either drop off payment in person or mail it to the address we will provide.

Hosting departments can alternatively pay the visitor's rent via a JEMS departmental transfer to our chartfield. Please email us the Journal ID once payment is submitted.

Arrival to the Apartment

The visitor will be able to check in with the doorman at any time on the day of arrival. There is a 24 hour doorman in the lobby of all buildings, with the exception of the 5A Washington Mews doorman, who is in 7-13 Washington Square North (entrance on 5th avenue). There will be a key packet with the visitor's name containing an apartment key, a map, and an info sheet with information about amenities in the building and local businesses.

Occupant Responsibilities

When the Visitor is occupying the apartment, they shall maintain the apartment in clean and neat condition. Items broken during stay must be replaced by the visitor whenever possible.

Maintenance Requests

Visitors are provided with the phone number for the NYU Client Services Center (212-998-1001) that can be used from 6am-10pm weekdays, and 8am-8pm weekends for maintenance issues. For urgent requests outside of those hours, the visitor can contact the doorman at the front desk. If there are problems with furnishings, cable, or internet, the hosting department or faculty member should contact the GRI office.

Mail

Due to high visitor turnover, we do not allow mail to be received at GRI apartments. The Visitor must make arrangements to receive mail at the hosting department's office. We do allow one-time package deliveries if they will not be placed in the mailbox.

Departure

The Visitor must be packed up by 9am on the morning of their move out date, as the cleaner may need to arrive in the morning. They must allow the cleaner access even if they are departing later in the day.

The Visitor also must leave behind a laundry card with at least \$5 on it and the apartment keys on the table inside the apartment.