



## 7-13 Washington Square North

*“Welcome to the Neighborhood”*

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 of the nineteenth century.

### **Building Access >>>**

The lobby doors are open 24 hours a day. In the unlikely event that the doors are locked, please use the front door keys provided to you at move-in.

### **Visitors >>>**

For you and your neighbors' safety, all visitors are to be announced. Please cooperate with your doorman.

### **Mailboxes and Packages >>>**

Please label your mailbox upon move-in. All packages will be received and logged by the doorman and a notice will be left in your mailbox.

### **Bike and Luggage Storage >>>**

The bike storage room is locked at all times. Keys are kept at the front desk; please see the doorman to arrange for building staff to accompany you to the room.

### **Laundry Facilities >>>**

Laundry facilities are located in the basement of the building and can be accessed by both elevators. Washers and dryers can be used 24 hours a day though we ask for your assistance in adhering to the following rules:

1. Please be courteous and remove your clothing from washers and dryers promptly.
2. Please do not bring food, beverages, or pets into the laundry area.
3. Please clean dryer lint filter before each use.
4. Please do not overload the washer or dryer. Your laundry may not be as clean, and it will take longer to dry your clothes. Overloading may cause equipment breakdowns.
5. Please use only the recommended amount of detergent/bleach.
6. Laundry area trash receptacles are not for household garbage.
7. Please report any problems to the superintendent's office immediately.
8. New York University will not be responsible for lost, stolen, or damaged articles.

### **Maintenance of Dogs and Other Pets >>>**

1. Please curb and clean up after your dog. Violation of this New York City law could result in a substantial fine.
2. Excessive barking is prohibited. The owner of a barking dog can be in violation of this regulation if the noise, whether inside the apartment or out, disturbs the other tenants.

### **Lobbies and Other Corridor Halls >>>**

1. Lobbies and corridors are for the peaceful enjoyments of all residents and are not to be used as play areas. Roller skating and bicycle riding are prohibited in all common areas.
2. For the safety of all residents, hallways must be kept clear of baby carriages, floor mats, umbrellas, bicycles, etc. These items must be kept within the confines of the apartment.
3. In order to maintain a clean aesthetic in hallways, posters, art work, etc., may not be displayed on apartment doors, with the exception of security alarm notices.

### **Trash & Recycling >>>**

1. Wet trash should be placed in small bags and placed in the chute, not left on the floor. If left unkempt, the waste disposal area becomes an attraction for vermin. Please do not place glass or plastic in the chute.
2. Recyclables: Bins are located on each floor of the building. Newspapers, magazines and cardboard should be placed in the bin for paper items. Glass, plastic and aluminum containers (clean and without lids/caps) should be placed in the blue recycling bins.
3. Aerosol cans and paint cans should be placed in the large garbage can.
4. Furniture, bulky items, Christmas trees, etc., should not be placed in the waste disposal rooms. Contact the Client Services Center (212.998.1001; [contactcsc@nyu.edu](mailto:contactcsc@nyu.edu)) to arrange for porters to remove these items.
5. As a courtesy to those neighbors who live near the waste disposal rooms, please do not dispose of garbage in the chute after 11:00pm. If you can't dispose of your garbage before 11pm, please wait until the next morning.

### **Air Conditioning Units >>>**

Residents are responsible for the purchasing of air conditioning units. If your apartment does not have A/C and you wish to have one installed, please contact our property manager, Cushman and Wakefield, at (646) 997-9988. They can assist with the proper size and BTU cooling capacity according to the building's electricity and put you in touch with an NYU approved vendor for pricing and installation.

### **Building Emergencies >>>**

For general maintenance requests, please contact the Client Services Center to submit a work order request. You can email [contactcsc@nyu.edu](mailto:contactcsc@nyu.edu), call (212)998-1001 or visit the website at <http://www.nyu.edu/fcm/help.htm>

In an emergency such as flooding or lack of heat, please contact the Client Services Center and call the building front desk at (212) 477-2996. Please also see the list of important numbers on the reverse side.

## **We are with you every step of the way >>>**

Office of Faculty Housing

Phone: 212.998.2209

Email: [facultyhousing.office@nyu.edu](mailto:facultyhousing.office@nyu.edu)

Cushman & Wakefield

2 Washington Square Village, 1-0

Phone: 646.997.9988

Hours of Operation: Monday through Friday, 9am to 5pm

Superintendent

Will Falzone

Office Phone: 212.477.2996

Doorman/Front Desk

212.477.2996

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## **Maintenance issue in your apartment?**

Contact the Client Services Center; you may submit a work order request by phone, fax, email or online form:

Phone: 212.998.1001

Fax: 212.995.4671

Email: [contactcsc@nyu.edu](mailto:contactcsc@nyu.edu)

Website: <http://www.nyu.edu/fcm/help.htm>

## **Important Numbers**

NYU Public Safety.....212.998.2222

Police, Fire, Health Emergencies.....911

Sixth Precinct 233 W.10<sup>th</sup> Street.....212.741.4811

NYC Government and non-emergencies.....311

NYPD Switchboard.....646.610.5000

MTA Transit Information.....511

For Gas, Steam or Electrical Emergencies, call:

Con Edison.....800.752.6633

Bellevue Hospital.....212.561.4141

NYU Medical Center.....212.263.7300

Time Warner Cable.....212.358.0900

Verizon Fios.....888.438.3467

Verizon Phone Service.....800.826.2355

## **Lease Rules & Regulations >>>**

Please read the list of rules and regulations carefully. They are part of your lease and will be enforced as necessary.

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.