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 contactsc@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 contactsc@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.
<table>
<thead>
<tr>
<th>A</th>
<th>Prior to Move-in</th>
<th>Point of Contact</th>
<th>Notes</th>
</tr>
</thead>
</table>
| 1 | 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 |
| 2 | 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-O  
New York, NY 10012  
michael.broderick@cushwake.com | All lease signings take place at 2 Washington Square Village, Suite 1-O  
New York, NY 10012 Monday-Friday 9am-4pm. |
| 3 | Hire moving company | See list of movers on page 3 |  |
| 4 | Ensure that Certificate of Insurance for movers and deliveries has been submitted | Certificate of Insurance template provided on page 8 | All certificates of insurance need to be submitted directly to Gina Aiosa  
gina.mayonove@cushwake.com |
| 5 | Reserve elevator for move-in day with Client Service Center | Client Service Center - 212.998.1001  
contactsc@nyu.edu | Moves are permitted Monday-Friday 9am-5pm |
| 6 | Obtain renter’s insurance ($1,000,000 minimum coverage) | You are welcome to use an insurance company of your choosing, or  
Website: www.personal-plans.com/nyu  
Phone: 866-486-1945 | All tenants must provide proof of renters insurance within 30-days to Cushman & Wakefield  
646.997.9996  
2 Washington Square Village, Suite 1-O |
| 7 | Set-up electricity account with ConEdison (Not applicable for Silver Towers residents) | Con Edison https://www.coned.com/EN/services-and-outages/start-service  
Con Edinon inquiries: NYU.electric@cushwake.com | Please reference page 6 for detailed information. |
| 8 | Set-up cable, internet and phone | Spectrum  
Sales 1-855-243-8892  
Customer Support 1-800-892-4357  
Web: www.spectrum.com | Verizon FIOS  
Main number: 888.GET.FIOS ()  
Internet: www22.verizon.com |
<table>
<thead>
<tr>
<th>B</th>
<th>Move-in day</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Car parking</td>
<td><strong>Washington Square Village Garage:</strong> Central Parking: 212.253.9061  <strong>Silver Towers Garage:</strong> provided at lease signing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sign-up for payroll deduction (recommended)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Obtain key to playground (complete applicable form)</td>
<td>Proof of age and $15 fee per key is required (access for children 2-12 years old)</td>
</tr>
<tr>
<td></td>
<td><strong>Provide first month’s rent and security deposit (separate checks)</strong></td>
<td>Please make payments payable to New York University</td>
</tr>
<tr>
<td></td>
<td>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</td>
<td>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.</td>
</tr>
</tbody>
</table>
Movers

COI on File with NYU:

**Consolidated Business Resources**
Contact: Bob Richardson
P: (646) 772.1993 or (973) 483.7600
Email: brichardson@cbrogogreen.com
Website: [www.consolidatedbusinessresources.com](http://www.consolidatedbusinessresources.com)

**Moishes**
P: (800) 266.8387 ext. 526
Website: [http://www.moishes.com/](http://www.moishes.com/)

**Liffy Van Lines**
P: (212) 410-3500
Email: sales@liffeyvan.com

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

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

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

<table>
<thead>
<tr>
<th>Building</th>
<th>Passenger Elevator Dimensions</th>
<th>Service Elevator Dimensions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 &amp; 2 WSV</td>
<td>92&quot;H x 70&quot;W x 45&quot;D</td>
<td>981/2&quot;H x 63W x 47&quot;D</td>
</tr>
<tr>
<td>3 &amp; 4 WSV</td>
<td>92&quot;H x 70&quot;W x 45&quot;D</td>
<td>981/2&quot;H x 63W x 47&quot;D</td>
</tr>
<tr>
<td>100 &amp; 110 Bleecker</td>
<td>93&quot;H x 77&quot;W x 48&quot;D</td>
<td>N/A</td>
</tr>
<tr>
<td>14 Washington Pl</td>
<td>(A) 92&quot;H x 72&quot;W x 54&quot;D (B) 100&quot;H x 66&quot;W x 54&quot;D</td>
<td>N/A</td>
</tr>
<tr>
<td>15 Washington Pl</td>
<td>94 1/2&quot;H x 72&quot;W x 48&quot;D</td>
<td>N/A</td>
</tr>
<tr>
<td>7-13 Washington Square North</td>
<td>89&quot;H x 68&quot;W x 47&quot;D</td>
<td>N/A</td>
</tr>
<tr>
<td>29 Washington Square West</td>
<td>89&quot;H x 60&quot;W x 50&quot;D</td>
<td>95&quot;H x 41&quot;W x 61&quot;D</td>
</tr>
<tr>
<td>37 Washington Square West</td>
<td>90&quot;H x 61&quot;W x 53&quot;D</td>
<td>90&quot;H x 54&quot;W x 46&quot;D</td>
</tr>
<tr>
<td>16-18 East 8th Street</td>
<td>78&quot;H x 36&quot;W x 36&quot;D</td>
<td>N/A</td>
</tr>
<tr>
<td>120 West 15th Street</td>
<td>99&quot;H x 80&quot;W x 51.5&quot;D (Door: 84&quot;H x 42&quot;W)</td>
<td>N/A</td>
</tr>
</tbody>
</table>
**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.

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

<table>
<thead>
<tr>
<th>NYU Name</th>
<th>Con Ed Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Washington Square Village</td>
<td>1 Washngtn Sq Vill</td>
</tr>
<tr>
<td>2 Washington Square Village</td>
<td>2 Washngtn Sq Vill</td>
</tr>
<tr>
<td>3 Washington Square Village</td>
<td>3 Washngtn Sq Vill</td>
</tr>
<tr>
<td>4 Washington Square Village</td>
<td>4 Washngtn Sq Vill</td>
</tr>
<tr>
<td>14 Washington Place</td>
<td>14 Washington Plac</td>
</tr>
<tr>
<td>15 Washington Place</td>
<td>15 Washington Plac</td>
</tr>
<tr>
<td>7-13 Washington Square North</td>
<td>7 Washington SN or 7 WASHINGTON SQ N</td>
</tr>
<tr>
<td>21 Washington Square North</td>
<td>21 Washington Sq N</td>
</tr>
<tr>
<td>37 Washington Square West</td>
<td>37 Washington Sq W</td>
</tr>
<tr>
<td>120 West 15th Street</td>
<td>120 W 15 St</td>
</tr>
<tr>
<td>6-8 East 8th Street</td>
<td>6 E 8 ST</td>
</tr>
<tr>
<td>12-14 East 8th Street</td>
<td>12 E 8 ST</td>
</tr>
<tr>
<td>16 East 8th Street</td>
<td>16 E 8 ST</td>
</tr>
<tr>
<td>18-20 East 8th Street</td>
<td>18 E 8 ST</td>
</tr>
<tr>
<td>22-26 East 8th Street</td>
<td>22 E 8 ST</td>
</tr>
</tbody>
</table>

ConEdison may list your apartment under a different address, please reference your building below:

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.

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 _____________________________________________

ADDRESS _____________________________________________ ZIP CODE

HOME TELEPHONE ______________________ WORK TELEPHONE ______________________

EMAIL ADDRESS _____________________________________________

NAME OF CHILD (REN):

1. _____________________________________________ DATE OF BIRTH: _______________

2. _____________________________________________                             _______________

3. _____________________________________________                             _______________

_________________________________________ 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**

| PRODUCER | CERTIFICATE OF INSURANCE | date (mm/dd/yy) |

**VENDOR INSURANCE COMPANY**

| COMPANY | A |

**INSURED**

| COMPANY | B |

**VENDOR NAME**

| COMPANY | C |

**VENDOR ADDRESS**

| 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. Notwithstanding 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 P&D claims.

<table>
<thead>
<tr>
<th>CO</th>
<th>LTR</th>
<th>TYPE OF INSURANCE</th>
<th>POLICY NUMBER</th>
<th>POLICY EFF. DATE</th>
<th>POLICY EXP. DATE</th>
<th>LIMITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>GENERAL LIABILITY</td>
<td>[Commercial Gen'Liability Claims Made Occur Owner's &amp; Contractor's Prot. Contractual Liability]</td>
<td>MM-DD-YY</td>
<td>MM-DD-YY</td>
<td>EACH OCCURRENCE PRODUCTS- COMP / OP ACO PERSONAL &amp; ADV INJURY GENERAL ACGREGATE FIRE DAMAGE (any one fire) MED EXP (any one person)</td>
<td>$2,000,000</td>
</tr>
<tr>
<td>C</td>
<td>AUTOMOBILE LIABILITY</td>
<td>[Any Auto All Owned Autos Scheduled Autos Hired Autos Non-Owned Autos]</td>
<td>MM-DD-YY</td>
<td>MM-DD-YY</td>
<td>COMBINED SINGLE LIMIT</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>D</td>
<td>WORKER'S COMP. AND EMPLOYER'S LIABILITY</td>
<td>[Statutory limits]</td>
<td>MM-DD-YY</td>
<td>MM-DD-YY</td>
<td>EACH OCCURRENCE AGGREGATE</td>
<td>$5,000,000</td>
</tr>
<tr>
<td>D</td>
<td>FIDELITY BOND</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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**

NEW YORK UNIVERSITY
2 Washington Square Village / Suite 1-0
New York, NY 10012

**CANCELLATION**

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. 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:

To get you settled into your apartment at New York University, we are providing you a new household essential: a **kitchen countertop organic waste collection pail**. Please participate in University sustainability efforts to reduce landfill waste by redirecting your kitchen scraps towards organics recycling so that Faculty Housing can be a leader in the greening of campus life.

**Why compost?**

Data posted on [nyu.edu](http://nyu.edu) indicates that about 60% of NYU’s landfill waste is compostable and the University overall has the potential to reduce landfill waste to only 7% of our total.

- By separating out organic waste, food scraps can be removed from needlessly rotting in landfill and producing ozone-depleting methane gas.
- Compost provides a locally produced nutrient rich resource to enhance fertilizer vital to our planting soil and greenspaces enjoyed by all.

**What do I compost?**

- Please see the diagram to the left.
- As a friendly reminder, do not leave plastic bags or wrappers, pet waste, medical waste, diapers, or hygiene products here.
- Metal, glass, plastic, cartons or clean paper and cardboard should be recycled separately and placed in the compactor room on your floor.

**Where do I bring my food waste to be composted?**

If you live in **Washington Square Village** or **Silver Towers**, you may bring your food waste to the compost bins in the basement of your building. Compost bins are taken out to the curb Monday through Saturday at 8 pm. Bins are returned to the basement by building staff around 6 am.

For other Faculty Housing residences, we encourage you to participate in DSNY’s Commuter Compost program. The closest drop-off site is 6th Ave and Waverly Place, East side of 6th Ave, South of Waverly Place, in front of the Well’s Fargo Bank. Hours are Thursdays, 8:00am-11:00am, year-round.

You have the potential to make a big environmental impact by performing the small action of separating organic waste correctly and bringing your table scraps to be composted early and often!

Please contact the NYU Client Services Center, [contactcsc@nyu.edu](mailto:contactcsc@nyu.edu) or 212-998-1001 with any questions.
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 reconnect 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 information and you wish to add your spouse/partner to our email distribution list, kindly provide their contact information on this form: goo.gl/R1nEVd

We have enclosed a calendar of upcoming NYU Faculty Housing Happenings. We look forward to seeing you at one of our events soon as these are community-building opportunities for you to meet your new neighbors. More info can be found online: wp.nyu.edu/facultyhousing-happenings.

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 contact facultyhousing.events@nyu.edu for more info.

Feel free to reach out to Erin Donnelly, Community Liaison, NYU Faculty Housing & Residential Services, 646-997-9986 or erin.donnelly@nyu.edu if you have questions about communications or events.

Sincerely,

Erin Lynch
Assistant Vice President, Faculty Housing
New York University