



Courtesies and Responsibilities of Residents in NYU Faculty Housing



Welcome to Silver Towers

Silver Towers was designed in 1967 by I.M. Pei & Associates with James Ingo Freed as lead designer. Considered one of the finest examples of a mid-20th century residential complexes in New York City.

The complex includes three identical freestanding 30-story towers. The towers are positioned in a "pinwheel" configuration around a central lawn. They were deliberately positioned in an asymmetrical manner to maximize views. Each floor has four or eight deeply recessed horizontal window bays as well as a 22-foot-wide sheer concrete wall. Together, these elements create strong contrasts of light and shadow.

University Village was a critical success when completed and early on received awards from the American Institute of Architects, the City Club of New York and the Concrete Industry Board of New York because of its inventive use of poured concrete.

Both Pei and Freed received significant recognition for their contributions to this project. When Pei received the Pritzker Architecture Prize in 1983, University Village was cited as one of his most notable works.

University Village was designated a New York City Landmark in 2008.

Bust of Sylvette was designed by Pablo Picasso and fabricated by Carl Nesjar in 1968.

This sculpture was commissioned by New York University in 1967 and fabricated by Norwegian artist Carl Nesjar in collaboration with Pablo Picasso.

The design is based on a two-foot-high folded metal sculpture that was part of Picasso's extensive series of portraits of Sylvette David, a young Frenchwoman he met in 1953 in the south of France.

Nesjar employed the betograde technique of sandblasting concrete to create the different textures of the 36-foot-tall 60-ton sculpture.

Part of the New York University Art Collection, the sculpture was funded by Mr. and Mrs. Allan D. Emil: "Picasso is one of the most important artists of our time, and New York should have a major example of his work in this medium. I can't think of a better location for it than New York University where it can serve education, art and the public at large."

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 and highlights key 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.

Please ensure that all members of your household understand and follow these guidelines. If you wish to add your spouse/partner to our distribution list, kindly provide their contact information by emailing facultyhousing.office@nyu.edu.

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Photo: ©NYU Photo Bureau: Hollenshead

Lease Administrator



*The **Cushman & Wakefield** leasing office is located at 2 Washington Square Village, Suite 1-O, New York, NY 10012. The office is open Monday to Friday, 8:30 am to 5:00 pm at reduced density. To contact the Cushman & Wakefield office, please call 646-997-9988 or email cushwake@nyu.edu. We recommend making an appointment in advance if you need to meet with a particular individual or regarding a specific matter to ensure staff on site can address.*

- A mask or face covering is required for entry and throughout your visit.
- You may resume making rent payments via the drop box in the vestibule and an additional larger slot has been installed to accept lease and license agreement returns. Note the drop box is in the area located at the top of the stairs on the right side before you enter the hallway, and is open 24/7.

Client Services Center



*The **Client Services Center (CSC)** provides you with an immediate point of contact to respond to your maintenance or facilities concerns. If you are in need of these services, please contact the CSC at 212-998-1001 or email contactcsc@nyu.edu.*

- They will inform the Building Superintendent and provide tracking and follow-up support for them 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.

Building Superintendent



*The **Building Superintendent** is an experienced 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.*

- In an emergency, specifically in those situations requiring immediate action (e.g., watermain break), the Super is available to personally respond to safeguard the building's structure.
- **For emergencies, call 911 followed by a call to NYU Public Safety at 212-998-2222.**

Door Attendants, Building Access and Visitors



A Door attendant's primary role is to provide a first level of security by screening all visitors and deliveries entering the building.

- It is important to introduce yourself and your family members to the Door attendants. They are a resource and may be able to update you on important information about the building and support you in an emergency.
- For your convenience and upon your request, your Building Door attendant's may accept dry cleaning or other packages depending upon size or content. Remember, this is a courtesy service and the Door attendants are neither responsible for assessing the condition of the package nor for the loss or damage of any stored items. Please pick up packages promptly.
- The Door attendants are required to enforce a number of policies on behalf of and for the benefit of all in our community. These include:
 - Announcing visitors and contractors to residents;
 - Assisting residents with packages and luggage;

- Placing calls to security when a resident is locked out;
- Logging all activity throughout their shift;
- Cleaning and sweeping around the door attendant station and in the areas in front of the lobbies, both interior and exterior;
- Ensuring that parking in front of the building is limited to twenty (20) minutes.
- Please help your Door attendants by informing your guests of these policies in advance of their arrival.
- Residents are required to complete and return to the Door attendant a "Guest Authorization Form" each and every time they provide keys to a non-occupant for use in the tenant's less than 30 days 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



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 common hallways. Personal items left in the hallways will be discarded at NYU's sole discretion.
- 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.
- 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.
- NYC's Smoke-Free Air Act prohibits the smoking of cigarettes, electronic cigarettes, cigars, and pipes in all public and common indoor areas of apartment buildings, including lobbies and corridor halls, elevators, and laundry rooms. rooms. 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.

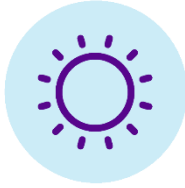
Windows



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 or 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 installs 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.
- 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.
- 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 the express written approval of the Office of Faculty Housing
- For safety sake, no object may be thrown from the apartment windows.

Air conditioners and Other Major Appliances



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

- 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.

Heating and Hot Water



The official NYC heat season begins October 1 and runs until May 31. During this period, property owners must provide tenants with heat and hot water under the below conditions.

- Day: Between 6 a.m. and 10 p.m., if the outside temperature falls below 55 degrees. The inside temperature requirement is at least 68 degrees Fahrenheit.
- Night: Between the hours of 10 p.m. and 6 a.m., there's no outdoor temperature minimum. The inside temperature requirement is at least 62 degrees Fahrenheit.

Trash and Recycling



Composting: Residents are encouraged to participate in community composting. Visit the Grow NYC for website a map of drop-off sites: grownyc.org/compost

- **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 pm and no earlier than 6:00 am.
- **Recyclables:** Help our building 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.
- **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 compactor room for appropriate disposal. Please breakdown the boxes before bringing them to the basement.
- **Furniture and bulky items,** including neatly bagged 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 compactor room. When discarding old furniture (or getting new furniture), please contact the Client Services Center (CSC) to schedule the elevator and/or request assistance.
- **Unwanted Clothing and Textiles:** reFashionNYC is 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 considered a donation. Tax forms are available at nyc.gov/refashion
- **Give-away Table:** Located in the basement to the left of the elevator is a small table for residents to recycle and share with neighbors any unwanted or excess household items.
- **Items must be clean and in good condition.** You may leave small quantities of useful items such as gently used books, small unbroken toys, CDs, sports equipment and other home-related items. Please be considerate of building staff who must monitor this area and remove extra items

Laundry Facilities



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. Laundry rooms are open Mon through Sunday from 6 am to 12 am (midnight.) Seniors Hours: 6:00 am to 9:00 am.

- Six people max at a time. Stay 6-feet apart and wear a face covering at all times. Wash/sanitize your hands often.
- The laundry rooms are cleaned daily by building staff. Your assistance in keeping these facilities clean and neat throughout the day is important.
- 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.
- 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 by all residents and must remain in the laundry room at all times. For your safety:
 - Do not remove or touch another individuals' laundry. Move your items as soon as the cycle is complete.
 - Do not shake soiled laundry. Laundry carts are for clean clothes only.
 - Please fold your clothes in the comfort of your home. Wash/Disinfect laundry bags and baskets.
 - The CDC recommends items be laundered in accordance with the manufacturer's instructions.
- Smoking is prohibited in the laundry room. Dogs are not allowed in the laundry room.

Bicycle Registration and Storage Policy



In order to use a bicycle storage room, registration of your bike is mandatory. Eligibility for the assignment of space in a bicycle storage room is limited to tenants of record and persons listed on their leases as residing with them and who are registered with Cushman & Wakefield as occupants.

- Allotment of bike storage spaces cannot exceed the number of eligible occupants; however, there is no guarantee that bike storage will be available to all of a unit's occupants.
- Bike spaces are reserved for full-time permanent residents only; subtenants are not eligible for bike storage space.
- About registration and use:
- Any unregistered bicycle and/or registered bikes not in their assigned space will be removed and held for a period of 60 days; at which time the unclaimed bike will be donated at NYU's sole discretion.
- As above, any chains and/or locking devices will be cut to remove the bike after the grace period. NYU is under no obligation to repair, replace or reimburse you for any damages to your bike, chains and/or locking device.
- There is a waiting list for bicycle storage so spaces that remain vacant for a period of more than 60 days will be reassigned.
- Bicycle storage is provided as a convenience and storage is at a resident's own risk.
- If you have questions, please contact fhbikerooms@nyu.edu.

Dogs and Other Pets



With prior landlord consent via Cushman & Wakefield, a resident may maintain a household pet. The number of pets per household is limited to one (1) dog or two (2) indoor cats. A pet deposit of \$500 is required at lease signing or when an animal is added to your household.

- Permission may be revoked if there are disturbances to the right of quiet enjoyment of other residents and/or failure to observe rules and regulations in the building and on the grounds relating to the maintenance of pets.
 - Any or all of your pet deposit may be applied to repair any damages to the building and/or its common areas sustained as a result of the actions of your pet.
 - We ask that all residents be mindful of their neighbors and adhere to the guidelines as stated in your lease agreement, tenants' courtesies and responsibilities handbook as well as on our comprehensive signage program in Washington Square Village and Silver Towers. Dogs must be leashed at all times when outside your apartment.
- Dog owners must clean up and properly dispose of their dog's waste in a trash receptacle in accordance with the "Pooper Scooper Law." Dog relief areas with litterbag dispensers and waste bins can be found along the driveways in Washington Square Village, outside of Building 3 on Bleecker Street and on University Plaza in Silver Towers.
- NYU prohibits dogs from going on the grass and lawn areas which are intended for resident recreation. Dog waste, even residual waste remaining after scooping, damages the landscaping and poses a health hazard to residents enjoying our green spaces.
- Dog runs offer space where dogs can play and run with other dogs. Residents may seek membership to the nearby Mercer-Houston Dog Run Association by completing the online application mercerhoustondogrun.org. The Mercer-Houston Dog Run Association is not affiliated with the University nor managed by the Office of Faculty Housing.
 - Please help keep the dog run clean and enjoyable for others. Clean up after your dog and properly dispose of waste.
 - For Faculty Housing resident reimbursement of membership fees, please contact cushwake@nyu.edu.
- 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 nycgovparks.org.
- Cat pans and other animal receptacles must be kept clean and odor-free.

Use of the Grounds

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.

Things to know

- No dogs allowed on grass areas, which are intended for resident recreation.
- Trash receptacles have been provided for your convenience; please keep the area clean.
- Smoking and alcohol consumption are prohibited.

Silver Towers Plaza

Please be respectful of others and mindful of how University Plaza activity and noise affects others on the Plaza and within their apartments.

- 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. Please treat the sculpture with respect and care - it should not be used as a play surface.
- The use of skateboards, roller skates, roller blades and bicycles are not 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.
- 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.
- Dogs are not permitted on grass areas. The Mercer-Houston Dog Run provides a dog-friendly space, see mercerhoustondogrun.org for membership information. For Faculty Housing resident reimbursement of membership fees, please contact cushwake@nyu.edu.
- Dog owners must curb their dog at the street, clean up and properly dispose of their dog's waste in a trash receptacle in accordance with the "Pooper Scooper Law." Litterbag dispensers and waste bins can be found on University Plaza.
- Please do not use the Oak Grove as a thorough-fare to Bleecker Street, our grass is forever thankful.
- 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, ticket or tow.

The NYU Urban Farm Lab is maintained by the Steinhardt School Department of Nutrition and Food Studies in collaboration with NYU Grounds Management, Silver Towers residents and University Plaza Nursery School. For more information and to find out about volunteer days and farm events, please visit steinhardt.nyu.edu/nutrition. No dogs allowed.

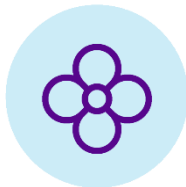
Sasaki Garden, Washington Square Village



***Sasaki Garden** is for contemplation and the enjoyment of nature, please respect our garden and those enjoying it while visiting. Please take care to keep noise at a minimum. The space closes at dusk.*

- Dogs on leashes are welcome on the garden pathways but not the planting beds; always clean up after your dog.
- For the safety and enjoyment of all, bikes, skateboards and scooters are not permitted in the garden and are best used in designated areas elsewhere in the complexes.
- Please do not enter the fountain or climb the trees.
- Use the designated walkways and avoid shortcuts that will damage grass, flowers, and hedges. Please do not pick flowers or plants and the feeding of pigeons is not permitted.
- Trash receptacles have been provided for your convenience; please keep the area clean.
- Smoking and alcohol consumption are prohibited.

The Backyard, Washington Square Village



***The Backyard** is for the enjoyment of faculty housing residents and their guests only. Children must be supervised by an adult at all times. No league play, team sports or other group fitness activities, except with express written permission of the NYU Office of Faculty Housing. The space closes at dusk.*

- No dogs allowed.
- Trash receptacles have been provided for your convenience; please keep the area clean.
- Smoking and alcohol consumption are prohibited.



The Backyard may be reserved by NYU Faculty Housing residents for small private events of up to 10 guests (per local COVID guidelines).

- Kindly note that we take requests no earlier than 30 days prior but no less than two weeks before an event.
- Reservations may be made for up to 3 hours inclusive of setup and breakdown times between the hours of 10:00 am and 6:00 pm.
- A nonrefundable grounds maintenance fee of \$50 for use of the space is required.
- Please check the reservation calendar: bit.ly/BackyardReservation and contact facultyhousing.events@nyu.edu for a link to the request form.

The Side Yard, Washington Square Village

The Side Yard is an experimental green space for the community. Open garden workday hours will be posted. Please do not pick the produce or disturb the plant beds.

Dog Relief Areas, Washington Square Village

***Dog relief areas** have been designated along the tree beds located adjacent to Sasaki Garden along the driveways and near 3 Washington Square Village.*

The Washington Square Village Playground (the “Key Park”)



Key Park is for the enjoyment of the local community by key fob access only. The playground is open year-round, weather permitting. Children must be supervised at all times. Use of the playground is at your own risk. Please do not allow others to “piggyback” when entering and exiting. The space closes at dusk.

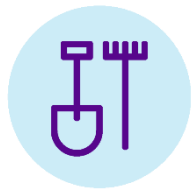
- Key Park is open to residents of NYU Faculty Housing and community members who reside within the area bounded by 8th Street (North), Bowery-3rd Avenue (East), Grand Street (South) and 6th Avenue (West). For eligibility and access, please contact cushwake@nyu.edu.
- Access is available by requesting and submitting an application to Cushman & Wakefield, NYU’s leasing manager, cushwake@nyu.edu.
 - 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.
- Children must be supervised by an adult at all times.
- 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.
 - Use of the playground is limited to children 2 to 12 years old and one guest with a child in the same age group.
 - Please be aware that playground equipment is for the use of the children only.
 - For the safety and enjoyment of all, bikes, skateboards and scooters are best used in designated areas elsewhere in the complexes
- There are no bathroom facilities on the premises; children must be escorted home if they need to use the toilet.
- No dogs allowed.
- Trash receptacles have been provided for your convenience; please keep the area clean.
- Smoking and alcohol consumption are prohibited.

Other Neighborhood Playgrounds



There are a variety of public playgrounds in close proximity to NYU's campus. Adrienne's Garden, a toddler playground, and the Mercer Playground "LMNOP," which is designed for pre-teens to bike and skate, are under the auspices of the NYC Parks Department and are open to the community. The Fiorello LaGuardia Park and Bleecker Street Landscape are also under the auspices of the NYC Parks Department. You can find more information on the NYC Parks Department website: nycgovparks.org.

Lawn Maintenance



Site and weather conditions permitting, rotation of lawn closures for reseeding occur twice a year. As you might expect, the lawn maintenance schedule is dependent on seasonal temperatures so closures and openings are subject to change or increase according to weather and soil conditions.

- In order for the grass take root and grow, please keep off lawns while closed.
- Dogs are not permitted on any of our lawns, which are intended for resident recreation.
- In warmer temperatures, crews conducting yard work are onsite during regular schedule hours, Tuesday and Friday. In colder seasons, general cleanup is performed one day per week weather permitting.
- Intermittent noise levels may be temporarily elevated while maintenance equipment is used; however, no noisy work will be performed before 9:00 am. While we make every effort to limit the use of leaf blowers, certain times of year sees an uptick with the increased amount of leaves or petals falling to the ground.
- Our landscape company uses nutrient rich fertilizer for optimal growth in plant beds and lawns. This material may generate natural odors that will subside after areas are mulched.

Community Events



A recommendation of the Superblock Stewardship Advisory Committee and generously by Provost Katherine E. Fleming, NYU Faculty Housing Happenings are designed to celebrate our outdoor spaces on the superblocks, build community among residents, and provide activities appealing to all audiences.

- Year-round programming includes as many as 50 free events per year including movie and sports nights, recreational and volunteer projects as well as arts programming serving about 2,700 residents annually.
- For questions, please contact facultyhousing.events@nyu.edu. Upcoming events can be found on Instagram [instagram.com/nyufacultyhousing](https://www.instagram.com/nyufacultyhousing) and past events can be found on our blog wp.nyu.edu/facultyhousing-happenings

Parking Garages



The Silver Towers parking garage, with the entrance located on Houston Street, is available for the use of Silver Towers Tenants only 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 nyu.edu/about/visitor-information/parking

Smoking



Please remember NYC's Smoke-Free Air Act prohibits the smoking of cigarettes, electronic cigarettes, cigars, and pipes in all public and common indoor areas of apartment buildings, including lobbies and corridor halls, elevators, and laundry rooms.

- For safety reasons, do not throw cigarette butts down the compactor chute, out of your window, or onto the lawns in front of the building.
- While smoking is permitted within the confines of your apartment, 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.

Neighborly Etiquette



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 and lighters are not permitted.

- 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.
- Musical instrumental practice is permitted for reasonable periods of time between the hours of 9:00 am and 8:00 pm only.

Health & Safety



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. Requests for battery replacements can be made by contacting the Client Services Center at 212-998-1001 or email contactcsc@nyu.edu.

- In addition, NYU will contact residents annually regarding the following local law regulations:
 - NYU Faculty Housing apartments with children 6 years old or under are inspected for Lead Based Paint (LBP) components.
 - Window guards are required in apartments where children 10 years of age or younger reside. Residents must complete and return the annual safety cards by the deadline.
 - Faculty Housing buildings follow NYC mandated Local Law 11 that dictates façade inspection and repairs on a five-year cycle. This work may involve installing temporary scaffolding and netting outside your apartment windows.
- Lock Your Doors: Our Door attendants do a good job of protecting our buildings and residents; 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.
- No firearms are permitted in the Building.
- No locks on apartment door may be added or changed without the Landlord's prior written consent. All Residents must then give Cushman & Wakefield a copy of the keys to all locks on their apartment door.
- No one is allowed on the roof. Nothing may be placed on or attached to, or thrown from sills, windows, ledges, or exterior walls of the apartment or in the hallway or public areas.
- 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.

Fire Prevention Reminders



Do not leave cooking unattended. Keep stove tops clean and free of items that can catch on fire. Before you go to bed, check your kitchen to ensure that your stove and oven are off and electric coffee or teapot is unplugged.

- Cooking and barbecuing are strictly prohibited as required by New York City law and your lease.
- Do not throw cigarette butts down the compactor chute, out of your window, or on any lawn in front of the building.
- Practice safety with holiday decor lighting and candles in order to prevent accidental fire.

Maintenance of and Modifications to Apartments



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 and safety of all Residents as well as to ensure compliance with NYC Department of Building codes and other regulations.

- 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, ventilation, 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.
- All Residents are required to schedule an appointment and request assistance to move furniture, fixtures and equipment.
- 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.

- At lease renewal and upon request, the interior of apartments is eligible to be painted.
- The use of a dishwasher, washing machine, dryer, freezer, heater, ventilator, air cooling equipment or other major appliance is forbidden unless approved or installed by NYU or its Facilities Maintenance Provider, Collins Building Services.
- 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.
- The Tenant must give the Landlord prompt notice of fire, accident, damage or dangerous or defective condition.

Emergency Communications



We have implemented a supplemental alert system, USEIRIS, dedicated to emergency communication. USEIRIS allows us to send localized information quickly as it pushes brief notices via text message to cell phones, places automated phone calls to landlines and cellphones as well as sends emails in case of the below scenarios.

- Emergency Alert
- Temporary water, gas or electrical shutdown
- Weather Emergency
- Significant Event Notification
 - Depending on the type of incident, you will receive alerts through one of the above forms or all in the case of a high-level emergency.
- All notifications will be clearly indicated as coming from NYU Faculty Housing.
 - Phone calls will appear as coming from the Office of Faculty Housing 212-998-2209 (or the default of Sugarland, Texas, 281-207-4892).
 - Text messages will come from 1-855-734-5699, the main USEIRIS number.
 - We encourage you to add the number to your address book so incoming messages do not appear as spam.
- As a resident of Faculty Housing, you have already been subscribed so you do not need to take further action.

- To opt-out of receiving text messages, text STOP to 1-855-734-5699 and you will be unsubscribed. You will receive a text message confirming that you have been unsubscribed and will not receive any further text messages unless you subscribe at a later time.
- Otherwise, please reach out to our office to opt out by emailing facultyhousing.office@nyu.edu and let us know that you want to be removed.
- If you need to update your information for yourself and/or members of your household, please contact leasing administrator Cushman & Wakefield at 646-997-9988 or cushwake@nyu.edu.
- If you wish to add your spouse/partner to our distribution list, kindly provide their contact information by emailing facultyhousing.office@nyu.edu.
- As a general reminder, if you are experiencing an emergency, please follow the typical protocol of dialing 911 followed by a call to NYU Public Safety 212-998-2222.

Subletting Your Apartment



Subletting is a courtesy to those faculty members who are on approved leave, sabbatical or during a University break.

- As per New York City law, subletting your apartment for periods of less than 30 days is illegal. Furthermore, 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 lease termination.
- Please review your eligibility, obligations and other policies at nyu.edu/faculty/faculty-housing/policies/sublet-page. You may also email facultyhousing.sublets@nyu.edu with any questions or concerns.

Requests for Accommodation of Disability



Requests for housing accommodations or modifications can be made to the Client Services Center by email (contactcsc@nyu.edu) or by phone (212-998-1001), who will refer the request to NYU's Office of Equal Opportunity (OEO) for appropriate review and evaluation. The prospective or current resident or someone acting on the individual's behalf (e.g., a family member, friend, health professional, or other representative) may make the request.

Rent Payment Options



For questions, please contact the Cushman & Wakefield office at 646-997-9988 or email cushwake@nyu.edu.

- Automatic Payroll Deduction – deduction directly from your salary upon completion of Authorization for Payroll Deduction form. Form must be returned to the Management Office no later than the 10th of the month for an effective date the following month.
- KliknPay – ACH – rent is deducted directly from the tenant's bank account. The tenant completes an application along with a voided check and return them to the Management office no later than 15th of the month to be effective the following month.
- Online Payment – set up with your bank to send us a check, payable to New York University and use the following mailing address - Cushman and Wakefield, Inc. agent for – P. O. Box 28682 – New York, NY 10087-8682
- Personal Check – same instructions as Online payment.

Lease Renewals

For questions, please contact the Cushman & Wakefield office at 646-997-9988 or email cushwake@nyu.edu.

It is the responsibility of the tenant to ensure they have,

- Signed their current lease
- Active renters' insurance on file

Liability Insurance



As of July 1, 2016, all new NYU leases and renewing leases will require tenants to provide proof of Renters Insurance within thirty (30) days of the commencement of the new lease term. This measure will protect your personal property in the event it is damaged or destroyed as well as provide liability coverage in the event of an injury or loss to a third party while in your apartment.

- New York University requires that all residents have renter's insurance. NYU's group insurance program allows you to receive quotes from three of the nation's most respected insurance carriers. As an employee of NYU, you are automatically eligible to apply for policies with special discounts. For more information, please visit nyuvoluntarybenefits.com
- Proof of renters insurance is required within 30-days of the lease start date. Once obtained, please submit a copy via email to cushwake@nyu.edu.

Keep Each Other Safe – Help reduce the spread of COVID-19



All members of the NYU community including children over two years of age are required to wear face coverings at all times while on University

properties including our residential buildings and grounds. This includes running to get your mail, changing your laundry or any other short errand within the common areas of our buildings. Maintain a distance of 6 ft (2 m) from others in all common spaces indoors and out.

- Face coverings and physical distancing are required even at times of brief interaction between friends while on any NYU property. Key Park members who do not follow the rules will have their access revoked.
- For more detailed information about the guidelines, please visit the Health and Safety webpage. Any community member may report non-compliant behavior via the University's dedicated email alias, covidcompliance@nyu.edu.
- To reduce density in laundry rooms, seniors and their attendants have exclusive use daily 6:00 am to 9:00 am.

About Elevators



With new floor markings installed, residents may opt to ride the elevator together provided everyone sticks to their mark. If you are uncomfortable, wait for the next car.

- Allow extra travel time to get to your class or workplace.
- Take the stairs, if you are able, and leave elevators for those who truly need them.
- And if it comes to the choice between being a little late or disregarding our health and safety protocols, opt for being a little late. In the long run, it will be a better choice.

April 12, 2021