Welcome to Washington Square Village

The largest of the University’s rental properties, Washington Square Village consists of four 17-story buildings. The buildings, constructed in the late 1950s, create a residential high-rise enclave offering spacious apartments, around-the-clock door attendant services, on-site laundry facilities and an excellent location. The building grounds include a popular playground, community lawn and garden area located within the interior courtyard.
Notable is Sasaki Garden, a 1.5-acre modernist landscape designed by Hideo Sasaki of Sasaki, Walker and Associates in 1958. Sasaki, Walker and Associates undertook the design of this garden at the behest of Paul Lester Wiener, Architect of Washington Square Village.

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, email facultyhousing.office@nyu.edu for the signup link.
Courtesies and Responsibilities of Residents in NYU Faculty Housing

Washington Square Village

Prepared by the Office of Faculty Housing
March 2023
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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. To contact the Cushman & Wakefield office, please call 646-997-9988 or email cushwake@nyu.edu.

You may make rent payments via the drop box in the vestibule and an additional larger slot can 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.

Client Services Center is staffed Monday through Friday from 6:00 am to 10:00 pm as well as Saturday and Sunday from 8:00 am to 8:00 pm. Schedule changes due to holiday hours may apply.

They will inform the Building Superintendent and provide tracking and follow-up support for all of our team members. The Building Superintendent will ensure the work is completed and will reconnect with CSC to close out the Work Order.
Building Superintendent

The Building Superintendent (“Super”) 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 Campus 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.

- Package rooms are open Monday through Friday from 8:00 am to 6:00 pm, Saturday from 9:00 am to 1:00 pm, closed on Sunday. Please pick up your packages promptly.

**Lobby, Corridor Halls and Stairways**

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, artwork, 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 does not, please notify the Client Services Center (CSC) so that it can be repaired.

**Windows**

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 unless located on a terrace.

- 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 express written approval from the Office of Faculty Housing.

- For safety’s sake, no object may be thrown from the apartment windows or the terrace.
Terraces

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.

- 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.

- 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.

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

- Do not discard or toss debris over the terraces.

- 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.

- 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.

- For the safety of our community members, please ensure that objects placed on terraces or windowsills are secure and not at risk of falling down from the building.
Air conditioners and Other Major Appliances

All apartments are equipped with through wall AC units as well as major 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 6:00 am and 10:00 pm, if the outside temperature falls below 55 degrees. The inside temperature requirement is at least 68 degrees Fahrenheit.
- Night: Between the hours of 10:00 pm and 6:00 am, there is 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 break down 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.

- Mercury containing materials must be disposed of at a DSNY SAFE disposal event or at a Special Waste Drop-off site. More info can be found here: nyc.gov/dsny.

**Food Scrap Recycling**

- Bins are located in the basement by the compactor rooms.
- The following is a list of items that may be placed in the bins:
  - Food scraps: coffee grounds, fruit, vegetables, meat, fish, bones, dairy, prepared food.
  - Food-soiled paper: napkins, paper takeout containers, plates, coffee filters, tea bags.
  - Compostable cups and cutlery: paper cups, compostable cutlery, compostable plates.
- Please do not place trash such as the following in the bins: plastic bags or wrappers, liquids, pet waste, medical waste, diapers, hygiene, and foam products.
- Metal, glass, plastic, cartons or clean paper and cardboard should be recycled by using the bins in the compactor chute on your floor.

**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 Monday through Sunday from 6:00 am to 12:00 am (midnight.)
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.

- 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 fhbikerrooms@nyu.edu.

**Dogs and Other Pets**

Prior consent from NYU is required to keep and maintain a household pet. For further information, please contact Cushman & Wakefield by emailing cushwake@nyu.edu. 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. All dogs in and around the superblocks and neighborhood need to be on leashes per NYC ordinances. Please be mindful of your neighbors while using the elevators and hallways and hold your dog firmly on the leash.
- 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 cushion@nyu.edu.

- The dog run in Washington Square Park is one of many available throughout the NYC Parks system. Information about dog runs in NYC public parks is available at nycgovparks.org.

- Cat pans and other animal receptacles on terraces and elsewhere 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.

**Sasaki Garden**

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.

• Sasaki Garden is a contemplative space for passive activities. Reserving The Backyard is suitable for gathering groups and Key Park is great for active play.
The Backyard

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.

Policies for Use:

- No league play, team sports or other group fitness activities, except with express written permission of the NYU Office of Faculty Housing. This applies to all of our outdoor spaces including the Oak Grove and Bust of Sylvette.

- NYU Faculty Housing residents may reserve part of the space for a small private event such as a birthday party. Please contact facultyhousing.events@nyu.edu for more information.

- NYU reserves the right to close the space for maintenance, repairs, or any other needs.

- The Office of Faculty Housing does not provide space to schools and academic departments as it is an exclusive benefit of living in faculty housing. The space is for use by residents and their guests only.

FOR EVERYONE'S SAFETY AND ENJOYMENT OF THE SPACE, THE FOLLOWING ARE NOT PERMITTED:

Alcohol Consumption or Illicit Drug Use | Amplified Sound, except with express written permission of the NYU Office of Faculty Housing | Barbequing or Open Flame | Bicycles | Cleats | Disorderly conduct, disruptive behavior, roughhousing, or fighting | Freestanding Furniture or Equipment, except with express written permission of the NYU Office of Faculty Housing | Inflatable or Mechanical Rides | Littering or Glass Bottles | Pets | Rollerblades or Roller-skates | Skateboards |
Smoking | Strollers or Wheeled Toys | Tents or Hammocks | Water Balloons or Water Sports

**Private Events**

The Backyard may be reserved by NYU Faculty Housing residents for small private events of up to 25 guests.

- 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 8:00 pm or dusk, which comes first.
- 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**

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**

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. NYU is not responsible for personal items left in the space.
• 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.

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 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 thoroughfare 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.

• No league play, team sports or other group fitness activities, except with express written permission of the NYU Office of Faculty Housing.

**Paulson Center**

• The following publicly accessible spaces created as part of the Paulson Center project are now open for use.
  
  ○ The Public Atrium is accessible from the Bleecker Street entrances to the building. The Atrium is open Sunday-Thursday from 8:00am to 8:00pm, Friday-Saturday from 8:00am to 10:00pm.

  ○ The Greene Street Walk, a Privately Owned Public Space (POPS), which runs along the west side of the building at ground level is open 24/7.

  ○ The Greene Street Playgarden is open from dawn to dusk. Play equipment is designed for children 2 to 5 years old.
Lawn Maintenance

Site and weather conditions permitting, rotation of lawn closures for reseeding occurs 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 to 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

NYU Faculty Housing Happenings are community events 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 and past events can be found on our blog wp.nyu.edu/facultyhousing-happenings

Parking Garages

The Washington Square Village parking garage, located in the center of the Washington Square Village complex, offers daily or monthly Tenant parking in the parking garage. Monthly parking spots are charged at a reduced rate for NYU affiliates. The garage is not managed by NYU, contact SP+ Parking for further details at 212-253-9061.

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, off your terrace or onto the lawns in front of the building.
• 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**

![Headphones Icon]

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 and Safety**

![Baby Icon]

Smoke/Carbon Monoxide Detector: A combination smoke/carbon monoxide detector is installed in each apartment.

• 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 doors 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, balconies, terraces, 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 stovetops 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 on terraces 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, off your terrace 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 of 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 waterbeds, hot tubs, or similar water-filled devices are permitted in the apartment without the written consent of the 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 windows, overflowing sinks, tubs, and showers. Tenants are 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 faultyhousing.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 Campus 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 and sample sublease are available 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

Residents receive electronic rent statements via the email address Cushman & Wakefield has on file for you. For questions, please contact the Cushman & Wakefield office at 646-997-9988 or email cushwake@nyu.edu.

• Automatic Payroll Deduction – PRD – rent deduction directly from your payroll upon completion of Authorization for Payroll Deduction form. Form must be returned to the Cushman & Wakefield office no later than the 10th of the month for an effective date the following month. **Only available to residents paid on a monthly basis. Please complete the PRD form and email it to elsa.helligar@cis.cushwake.com.

• KliknPay – ACH – rent is deducted directly from the resident’s bank account. The resident completes and returns an application along with a voided check
to the Cushman & Wakefield office no later than 15th of the month to be effective the following month. Please complete the KliknPay form and return it with your voided check by mail or drop off to:

Elsa Helligar  
Cushman & Wakefield, Inc.  
2 Washington Square Village  
Suite 1-O  
New York NY 10012

- Online Payment – a recurring monthly rent payment can be set up for the 1st of each month through your online banking - your bank will mail us a paper check (the University does not accept wire transfers). Checks should be made payable to New York University with the following mailing address:

  Cushman & Wakefield, Inc. agent for  
P.O. Box 28682  
New York NY 10087-8682

- Mail Payment – you may print the email statement and place the bottom portion along with your payment in the Cushman & Wakefield Rent Drop Box located in 2 Washington Square Village at the top of the stairs prior to the hallway entry of our office, or you may mail to:

  Cushman & Wakefield, Inc. agent for  
P.O. Box 28682  
New York NY 10087-8682

**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.