



## Real Estate Development and Facilities (RED+F)

Housing Services One Park Avenue, 5<sup>th</sup> floor, New York, NY 10016 [housing@nyulangone.org](mailto:housing@nyulangone.org)

### **INFORMATION FOR EMPLOYEES & FACULTY: Greenberg Hall (545 First Avenue)**

Information is subject to change

**Your mailing address:** Your Name, 545 First Avenue, Apt. # \_\_\_\_, New York, NY 10016

Each apartment in this ten floor elevator building has seasonal heat and air conditioning, window blinds, one bathroom, and a kitchen. Each apartment kitchen is equipped with a refrigerator, stove (cooker), oven, and sink. Apartments are unfurnished. There are no storage facilities in the building. There is 24-hour staffing in the lobby, and a laundry room. Building residents must carry their NYU Langone identification badges.

Tenants using moving companies are required to provide certificates of insurance (COI), emailed in advance of moving in, to [Property.Management@nyulangone.org](mailto:Property.Management@nyulangone.org)

Pets are not permitted in Greenberg Hall.

Smoking, including e-cigarettes, is not permitted in or around NYU Langone facilities, including its residences.

Please do not send packages, furniture or other deliveries in advance of your arrival because these cannot be accepted or stored.

Please note that keys, mail and package services are provided only to tenants and family members authorized by NYU Langone Housing Services, as reflected on the building roster. Please be prepared to show photo I.D. as requested.

**Packages** are distributed via the package room in Greenberg Hall 1-O. The package room hours are Monday-Friday (except holidays), 8:00 am to 9:00 pm, and Saturdays, 10:00 am to 6:00 pm (closed for lunch on Saturdays from 1:00 pm to 2:00 pm). You must provide your email address to the package room for package notifications. Questions about packages can be directed to: [greenbergpackagesnyu@supremesystems.com](mailto:greenbergpackagesnyu@supremesystems.com)

**The building superintendent** is Robert Santiago (212) 263-7346 [Robert.Santiago@nyulangone.org](mailto:Robert.Santiago@nyulangone.org)

Lobby Security desk telephone number: (212) 263-7276

**Property Management supervises the staff, repairs and maintenance activities in your building.** If you need help that your superintendent can't provide, please contact the Property Supervisors [Alex.Borden@nyulangone.org](mailto:Alex.Borden@nyulangone.org) or [Edward.Berman@nyulangone.org](mailto:Edward.Berman@nyulangone.org)

**For questions about your rent payment account or payroll deduction of rent,** please contact the Finance Operations staff [REDF.finance@nyulangone.org](mailto:REDF.finance@nyulangone.org)

**Utilities:** Occupants pay for their own electricity (one account per apartment), telephone, and cable television. While there is a central heating and air conditioning system in the building, electricity is used to run the heating-air conditioning unit(s) in each apartment. Water and gas are provided.

You must contact Con Edison at 1-800-75-CONED to set up your apartment's account for electricity service to ensure that the service is not discontinued. Con Edison will need the following information: your telephone number; the address of your apartment; your date of occupancy; your Social Security number, Resident alien number, Passport ID number, or state license ID number.

**Campus Cable and WiFi** are included at no additional charge. To access the WiFi network, you will need to look for LMC Residential and then log in with your Kerberos (medical center email) i.d. and password. For more information, please contact the IT help desk, (212) 263 6868, [#helpdesk@nyulangone.org](mailto:#helpdesk@nyulangone.org)

Unloading a vehicle can be challenging due to traffic flow and regulations. NYU Langone does not control parking or standing regulations. We suggest that someone stay with the vehicle at all times.

#### **Nearby Public Parking Facilities**

Imperial Parking: 530 First Avenue (adjacent to NYU Langone)

Rapid Parking: 575 First Avenue near 33<sup>rd</sup> Street (adjacent to Greenberg Hall)