



**NewYork-Presbyterian**  
The University Hospital of Columbia and Cornell

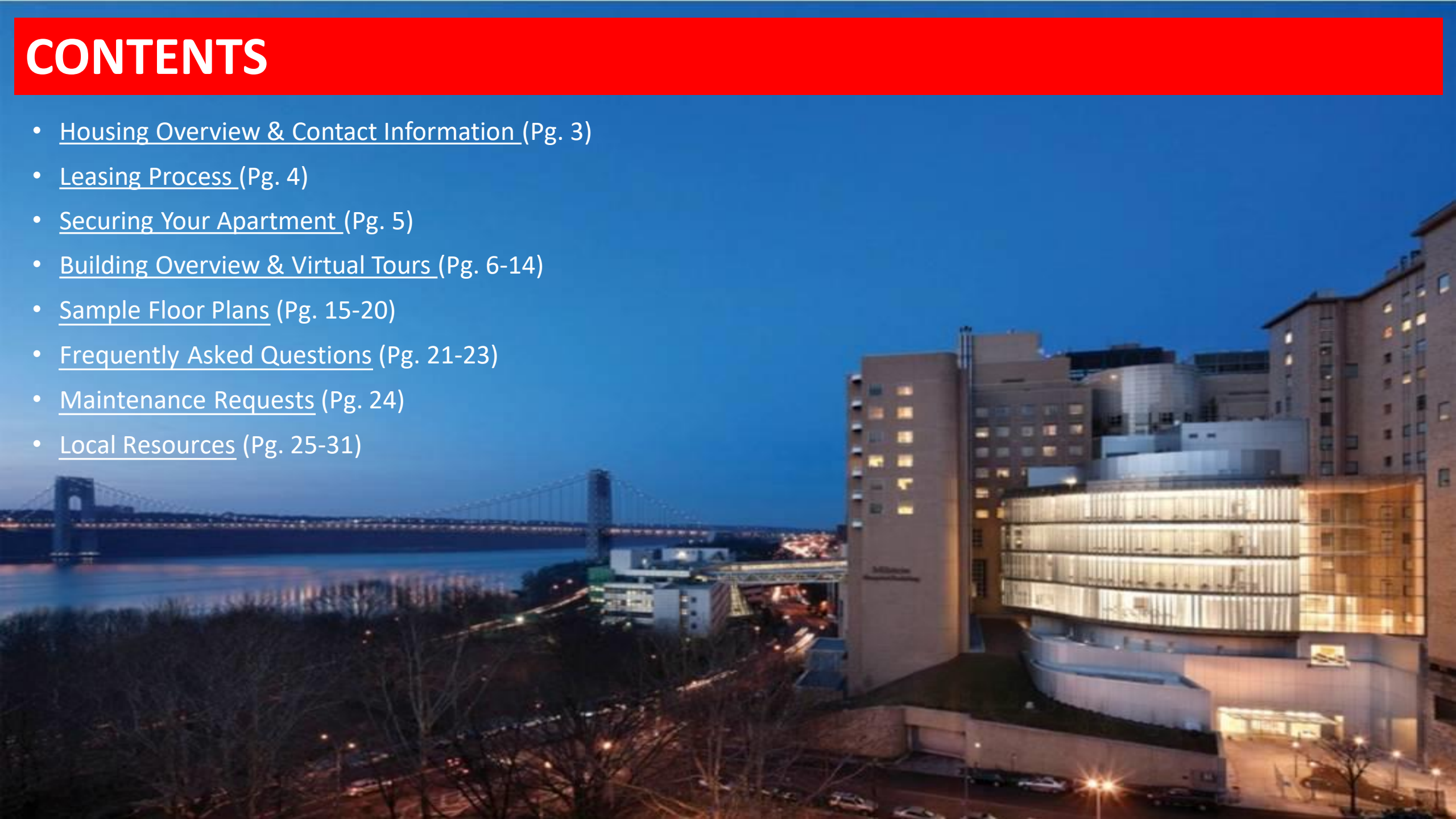
**ROYAL CHARTER PROPERTIES | REAL ESTATE**

**WEST CAMPUS HOUSING OVERVIEW**

**Incoming Resident House Staff & Clinical Fellows**

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# HOUSING OVERVIEW

As presently organized under the umbrella of Royal Charter Properties (RCP), each campus has its own management staff responsible for day-to-day housing. The New York Presbyterian Columbia Campus Real Estate Department oversees the residential and commercial properties for New York-Presbyterian/Columbia (168<sup>th</sup> Street).

Cushman & Wakefield is the property management agency for all Royal Charter Property housing.

Royal Charter Properties/New York-Presbyterian Hospital Columbia Campus housing portfolio consists of 925 apartments within walking distance to the campus.

The West Campus (Columbia) has 20 residential apartment buildings on the Upper West Side of Manhattan located from West 164<sup>th</sup> Street and Broadway to West 170<sup>th</sup> Street, between Broadway, Fort Washington and Haven Avenues. There are 9 Elevator and 11 Walk-up prewar buildings, 6<sup>th</sup> being the highest residential floor.

West Campus apartment sizes range from studios to five bedrooms units.

We are located in close proximity to the 168<sup>th</sup> Street Subway Station that offers the A, C and 1 Trains for service within Manhattan.

Eligibility for NYP Housing is contingent upon being a full time NYPH, Weill Cornell or CUIMC employee.



## Royal Charter Properties Leasing Office

600 West 165<sup>th</sup> Street, Suite 1H

New York, NY 10032

**Telephone:** 212-305-2014

**Website:** [www.nyp.org/realestate](http://www.nyp.org/realestate)

**Email:** [nyphousing@nyp.org](mailto:nyphousing@nyp.org)

**Office Hours:** Monday-Friday from 9 AM to 5 PM

## Columbia Campus Leasing Team:

**Amy Tomaszewicz**

Real Estate Leasing Operations Coordinator

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# COLUMBIA CAMPUS LEASING PROCESS

- **Application Submission: January 1st - April 15<sup>th</sup>:** Apply on our website at: [www.nyp.org/realestate](http://www.nyp.org/realestate)
  - Including Application Change Forms (Please request form for any changes made after submitting your original application)
  - Applications must be submitted with an Offer Letter or Match Notice, applicable marriage certificates and/or children(s) birth certificate(s).
  - Housing is subject to availability and not guaranteed.
- **Housing Assignment Notification:** We will commence housing assignments in late April with an anticipated completion date of Mid-June. You will be contacted via the phone or email provided on your housing application.
  - Upon receipt of your housing assignment, you are provided a 48 hour window to accept or decline.
  - *If you fail to respond in the provided 48 hour window, we will assume that you have declined the assigned apartment and the offered unit will be offered to the next applicant.*
  - **You must confirm your acceptance in writing via email.**
- **Lottery:** Due to limited availability, we will be conducting a lottery for all size apartments. Housing assignments will be offered until all available apartments are assigned.
- **Roommates:** Are permitted, if you would like to share please notate your application accordingly with who you will be sharing with. We do not assist in pairing roommates.
- **Apartment Viewing:** The apartments are “sight on scene”, we will provide as much information as possible regarding the offered apartment (IE: Floor plan, virtual tour, stocked images if available).
- **Move In Paperwork & Funds:** Upon receipt of your move in paperwork, you have **7 days** to submit the documents and required funds (Certified Check or Money Order Only) to the Leasing Office. Failure to do so will release the hold of the apartment.
- **Key Pick Up Time:** Are first come first serve, it must be confirmed 7 days prior to move in.



# SECURING YOUR ASSIGNED APARTMENT

*Upon receipt and acceptance of your housing assignment, the leasing team will forward over your License Agreement and Move In Paperwork for your execution.*

## What is required to secure my assigned apartment?

- **Pro-Rated Rent:** Prior to possession of your unit, you are required to submit payment for (1) the pro-rated rent due for the days remaining within the calendar month of move-in and (2) the monthly rent for the next full calendar month. (Certified Check or Money Order Only)
- **Security Deposit:** **No Security Deposit is required for Residents and Clinical Fellows exclusively.**

**What is included in the rental rate?** Heat and Water is included in the rent.

**What is my responsibility?** Electric, Gas (Stove), Cable and Internet are the resident's responsibility and vendor billed monthly, based on usage.

**\*NOTE:** New York Presbyterian Hospital is a NO SMOKING facility. No smoking, of any kind, is permitted in or around the professional and residential properties, including all common areas, offices and apartments within.



# BUILDING OVERVIEW

# APARTMENT VIRTUAL TOURS

Virtual tours and floor plans are available on our website for your perusal, please visit:

[www.nyp.org/realestate](http://www.nyp.org/realestate)

A detailed street map of the West Campus area in New York City. The map shows a grid of streets including W 165th St, W 167th St, W 168th St, W 169th St, W 170th St, W 171st St, and W 172nd St. Key landmarks such as the New York Presbyterian Hospital, Columbia University Medical Center, and the Armory Track are labeled. Numbered blue circles (1-20) indicate the locations of specific apartment units. The map also shows the 168 Street Station and the St Nicholas Avenue subway line.

1.	601 West 164
2.	615 West 164
3.	625 West 164
4.	600 West 165
5.	602 West 165
6.	616 West 165
7.	626 West 165
8.	520 West 168
9.	600 West 169
10.	617 West 169
11.	621 West 169
12.	625 West 169
13.	641 West 169
14.	709 West 169
15.	620 West 170
16.	630 West 170
17.	640 West 170
18.	720 West 170
19.	235 Fort Washington Ave
20.	245 Fort Washington Ave

A map titled "NYP Shuttle Bus Service" showing the routes between the NYP West Campus (600 West 165th Street) and the NYP East Campus (435 East 70th Street). The map includes a bus icon and a route line connecting the two campuses. It also shows nearby landmarks like the Museum of the City of New York and the Rockerfeller Center.

**NYP Shuttle Bus Service**

**NYP West Campus**  
600 West 165th Street

**NYP East Campus**  
435 East 70th Street

# ELEVATOR BUILDINGS



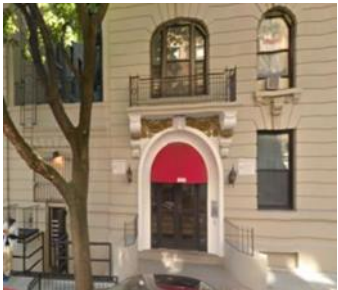
## **601 West 164<sup>th</sup> Street**

- Elevator Building (6 Stories)
- 52 Units: Studios, One Bedroom, Two Bedroom, Three Bedroom and Four Bedroom Apts.
- Laundry Room in Basement, Card Operated
- Off of Broadway Ave, easy access to all shopping venues
- Resident is responsible for electric utility charge and gas, which operates the stove, in addition to rent.
- Residents must contact Con Edison on the day of their move in to activate their utility account (800) 752-6633.
- The building is wired for cable and high-speed internet. Usage is at the discretion and expense of the resident. Carriers: Spectrum Cable & Verizon FiOS



## **600 West 165<sup>th</sup> Street**

- Elevator Building (6 Stories)
- 65 Units: Studios, One Bedroom, Two Bedroom and Three Bedroom Apts.
- Laundry Room in Basement, Card Operated
- Key fob entry & Package Concierge
- Off of Broadway Ave, easy access to all shopping venues
- Resident is responsible for electric utility charge and gas, which operates the stove, in addition to rent.
- Residents must contact Con Edison on the day of their move in to activate their utility account (800) 752-6633.
- The building is wired for cable and high-speed internet. Usage is at the discretion and expense of the resident. Carriers: Spectrum Cable & Verizon FiOS



## **600 West 169<sup>th</sup> Street**

- Elevator Building (6 Stories)
- 39 Units: Three Bedroom, Four Bedroom and Five Bedroom Apts.
- Laundry Room in Basement, Card Operated
- Video Intercom System (ButterflyMX)
- Off of Broadway Ave, easy access to all shopping venues
- Resident is responsible for electric utility charge and gas, which operates the stove, in addition to rent.
- Residents must contact Con Edison on the day of their move in to activate their utility account (800) 752-6633.
- The building is wired for cable and high-speed internet. Usage is at the discretion and expense of the resident. Carriers: Spectrum Cable & Verizon FiOS



# ELEVATOR BUILDINGS



## **709 West 169<sup>th</sup> Street**

- Elevator Building (6 Stories)
- 43 Units: Studios, One Bedroom, Two Bedroom and Three Bedroom Apts.
- Laundry Room in Basement, Card Operated
- Off of Haven Ave, easy access to all shopping venues
- Resident is responsible for electric utility charge and gas, which operates the stove, in addition to rent.
- Residents must contact Con Edison on the day of their move in to activate their utility account (800) 752-6633.
- The building is wired for cable and high-speed internet. Usage is at the discretion and expense of the resident. Carriers: Spectrum Cable & Verizon FiOS



## **620 West 170<sup>th</sup> Street**

- Elevator Building (6 Stories)
- 65 Units: Studios, One Bedroom, Two Bedroom and Three Bedroom Apts.
- Laundry Room in Basement, Card Operated
- Package Concierge
- Off of Broadway Ave, easy access to all shopping venues
- Available Bicycle Storage Facility
- Resident is responsible for electric utility charge and gas, which operates the stove, in addition to rent.
- Residents must contact Con Edison on the day of their move in to activate their utility account (800) 752-6633.
- The building is wired for cable and high-speed internet. Usage is at the discretion and expense of the resident. Carriers: Spectrum Cable & Verizon FiOS



## **630 West 170<sup>th</sup> Street**

- Elevator Building (5 Stories) 2 Separate Entrance Towers in Courtyard
- 63 Units: Studios, One Bedroom, Two Bedroom, Three Bedroom and Four Bedroom Apts.
- Laundry Room in Basement, Card Operated
- Centrally located between Broadway and Fort Washington Ave, easy access to all shopping venues
- Available Bicycle Storage Facility and Resident Community Garden/Outdoor Space
- Resident is responsible for electric utility charge and gas, which operates the stove, in addition to rent.
- Residents must contact Con Edison on the day of their move in to activate their utility account (800) 752-6633.
- The building is wired for cable and high-speed internet. Usage is at the discretion and expense of the resident. Carriers: Spectrum Cable & Verizon FiOS

# ELEVATOR BUILDINGS



## **720 West 170<sup>th</sup> Street**

- Elevator Building (6 Stories)
- 53 Units: One Bedroom, Two Bedroom and Three Bedroom Apts.
- Laundry Room in Basement, Card Operated
- Off of Haven Ave, easy access to all shopping venues
- Resident is responsible for electric utility charge and gas, which operates the stove, in addition to rent.
- Residents must contact Con Edison on the day of their move in to activate their utility account (800) 752-6633.
- The building is wired for cable and high-speed internet. Usage is at the discretion and expense of the resident. Carriers: Spectrum Cable & Verizon FiOS



## **235 Fort Washington Avenue**

- Elevator Building (6 Stories)
- 36 Units: Two Bedroom, Three Bedroom and Four Bedroom Apts.
- Laundry Room in Basement, Card Operated
- Off of West 169th Street, easy access to all shopping venues
- Resident is responsible for electric utility charge and gas, which operates the stove, in addition to rent.
- Residents must contact Con Edison on the day of their move in to activate their utility account (800) 752-6633.
- The building is wired for cable and high-speed internet. Usage is at the discretion and expense of the resident. Carriers: Spectrum Cable & Verizon FiOS



## **245 Fort Washington Avenue**

- Elevator Building (6 Stories)
- 48 Units: Two Bedroom, Three Bedroom, Four Bedroom and Five Bedroom Apts.
- Laundry Room in Basement, Card Operated
- Off of West 170th Street, easy access to all shopping venues
- Resident is responsible for electric utility charge and gas, which operates the stove, in addition to rent.
- Residents must contact Con Edison on the day of their move in to activate their utility account (800) 752-6633.
- The building is wired for cable and high-speed internet. Usage is at the discretion and expense of the resident. Carriers: Spectrum Cable & Verizon FiOS

# WALK-UP BUILDINGS



## **615 West 164<sup>th</sup> Street**

- Walk-up Building (5 Stories) 4 Separate Entrance Towers in Courtyard
- 60 Units: One Bedroom, Two Bedroom and Three Bedroom Apts.
- Laundry Room located in External Basement of 625 West 164th Street, Card Operated
- Outdoor Urban Oasis - quiet area with seating and greenery
- Centrally located between Broadway & Fort Washington Ave, easy access to all shopping venues
- Resident is responsible for electric utility charge and gas, which operates the stove, in addition to rent.
- Residents must contact Con Edison on the day of their move in to activate their utility account (800) 752-6633.
- The building is wired for cable and high-speed internet. Usage is at the discretion and expense of the resident. Carrier: Spectrum Cable & Verizon FiOS



## **625 West 164<sup>th</sup> Street**

- Walk-up Building (5 Stories) 4 Separate Entrance Towers in Courtyard
- 60 Units: One Bedroom, Two Bedroom and Three Bedroom Apts.
- Laundry Room located in External Basement, Card Operated
- Outdoor Urban Oasis - quiet area with seating and greenery
- Off of Fort Washington Ave, easy access to all shopping venues
- Resident is responsible for electric utility charge and gas, which operates the stove, in addition to rent.
- Residents must contact Con Edison on the day of their move in to activate their utility account (800) 752-6633.
- The building is wired for cable and high-speed internet. Usage is at the discretion and expense of the resident. Carrier: Spectrum Cable & Verizon FiOS



## **602 West 165<sup>th</sup> Street**

- Walk-up Building (5 Stories)
- 50 Units: One Bedroom and Two Bedroom Apts.
- Laundry Room located in External Basement, Card Operated
- Outdoor Urban Oasis - quiet area with seating and greenery
- Off of Broadway Ave, easy access to all shopping venues
- Resident is responsible for electric utility charge and gas, which operates the stove, in addition to rent.
- Residents must contact Con Edison on the day of their move in to activate their utility account (800) 752-6633.
- The building is wired for cable and high-speed internet. Usage is at the discretion and expense of the resident. Carriers: Spectrum Cable & Verizon FiOS

# WALK-UP BUILDINGS



## **616 West 165<sup>th</sup> Street**

- Walk-up Building (5 Stories)
- 34 Units: One Bedroom, Two Bedroom and Three Bedroom Apts.
- Laundry Room located in External Basement, Card Operated
- Outdoor Urban Oasis - quiet area with seating and greenery
- Centrally Located between Broadway & Fort Washington Ave, easy access to all shopping venues
- Resident is responsible for electric utility charge and gas, which operates the stove, in addition to rent.
- Residents must contact Con Edison on the day of their move in to activate their utility account (800) 752-6633.
- The building is wired for cable and high-speed internet. Usage is at the discretion and expense of the resident. Carriers: Spectrum Cable & Verizon FiOS



## **626 West 165<sup>th</sup> Street**

- Walk-up Building (5 Stories)
- 50 Units: One Bedroom and Two Bedroom Apts.
- Laundry Room located in External Basement, Card Operated
- Outdoor Urban Oasis - quiet area with seating and greenery
- Off of Fort Washington Ave, easy access to all shopping venues
- Resident is responsible for electric utility charge and gas, which operates the stove, in addition to rent.
- Residents must contact Con Edison on the day of their move in to activate their utility account (800) 752-6633.
- The building is wired for cable and high-speed internet. Usage is at the discretion and expense of the resident. Carriers: Spectrum Cable & Verizon FiOS



## **520 West 168<sup>th</sup> Street**

- Walk-up Building (6 Stories)
- 30 Units: Studio, One Bedroom and Two Bedroom Apts.
- Laundry Room located in Lobby, Card Operated
- Off of Audubon Ave, easy access to all shopping venues
- Resident is responsible for electric utility charge and gas, which operates the stove, in addition to rent.
- Residents must contact Con Edison on the day of their move in to activate their utility account (800) 752-6633.
- The building is wired for cable and high-speed internet. Usage is at the discretion and expense of the resident. Carriers: Spectrum Cable & Verizon FiOS

# WALK-UP BUILDINGS



## **617 West 169<sup>th</sup> Street**

- Walk-up Building (5 Stories)
- 20 Units: One Bedroom and Two Bedroom Apts.
- Laundry Room located in External Basement, Card Operated
- Off of Broadway Ave, easy access to all shopping venues
- Resident is responsible for electric utility charge and gas, which operates the stove, in addition to rent.
- Residents must contact Con Edison on the day of their move in to activate their utility account (800) 752-6633.
- The building is wired for cable and high-speed internet. Usage is at the discretion and expense of the resident. Carrier: Spectrum Cable & Verizon FiOS



## **621 West 169<sup>th</sup> Street**

- Walk-up Building (6 Stories)
- 33 Units: Studio, One Bedroom, Two Bedroom and Three Bedroom Apts.
- Laundry Room located in Lobby, Card Operated
- Centrally located between Broadway & Fort Washington Ave, easy access to all shopping venues
- Resident is responsible for electric utility charge and gas, which operates the stove, in addition to rent.
- Residents must contact Con Edison on the day of their move in to activate their utility account (800) 752-6633.
- The building is wired for cable and high-speed internet. Usage is at the discretion and expense of the resident. Carriers: Spectrum Cable & Verizon FiOS



## **625 West 169<sup>th</sup> Street**

- Walk-up Building (5 Stories) 4 Separate Entrance Towers in Courtyard
- 70 Units: Studio, One Bedroom and Two Bedroom Apts.
- Laundry Room located in External Basement, Card Operated
- Centrally located between Broadway & Fort Washington Ave, easy access to all shopping venues
- Resident is responsible for electric utility charge and gas, which operates the stove, in addition to rent.
- Residents must contact Con Edison on the day of their move in to activate their utility account (800) 752-6633.
- The building is wired for cable and high-speed internet. Usage is at the discretion and expense of the resident. Carrier: Spectrum Cable & Verizon FiOS

# WALK-UP BUILDINGS



## **641 West 169<sup>th</sup> Street**

- Walk-up Building (6 Stories)
- 34 Units: Studio, One Bedroom, Two Bedroom and Three Bedroom Apts.
- Laundry Room located in Lobby, Card Operated
- Off of Fort Washington Ave, easy access to all shopping venues
- Resident is responsible for electric utility charge and gas, which operates the stove, in addition to rent.
- Residents must contact Con Edison on the day of their move in to activate their utility account (800) 752-6633.
- The building is wired for cable and high-speed internet. Usage is at the discretion and expense of the resident. Carrier: Spectrum Cable & Verizon FiOs

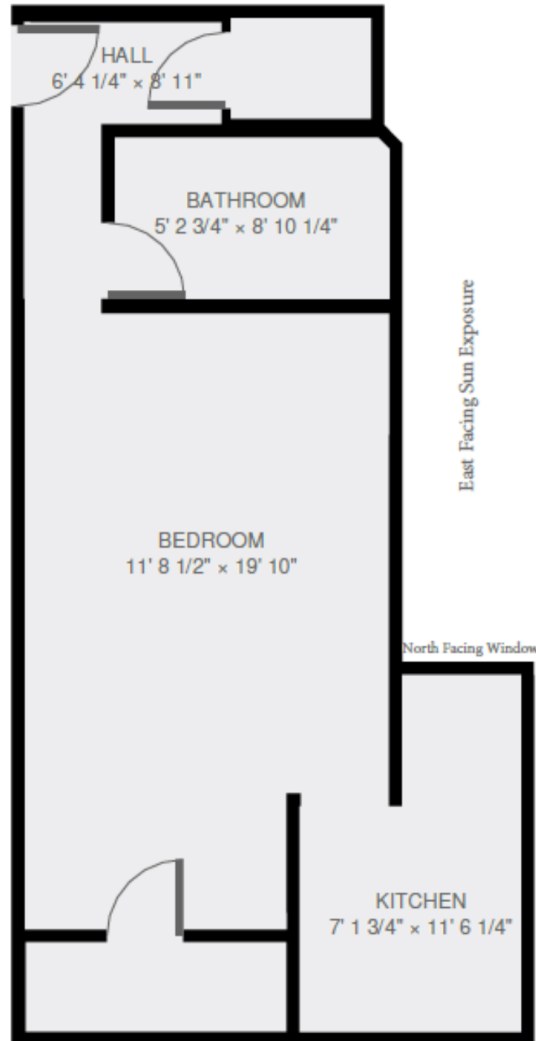


## **640 West 170<sup>th</sup> Street**

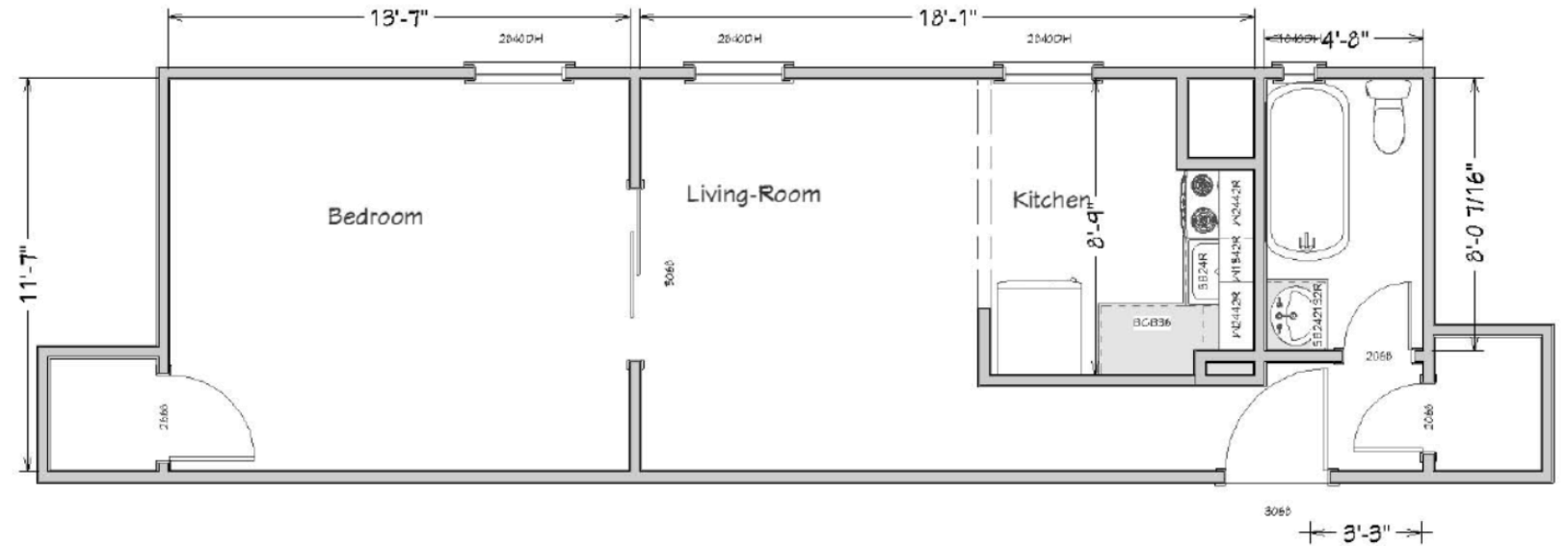
- Walk-up Building (6 Stories)
- 41 Units: Studio, One Bedroom, Two Bedroom and Three Bedroom Apts.
- Laundry Room located in External Basement of 630 West 170th Street, Card Operated
- Off of Fort Washington Ave, easy access to all shopping venues
- Available Bicycle Storage Facility and Resident Community Garden/Outdoor Space
- Resident is responsible for electric utility charge and gas, which operates the stove, in addition to rent.
- Residents must contact Con Edison on the day of their move in to activate their utility account (800) 752-6633.
- The building is wired for cable and high-speed internet. Usage is at the discretion and expense of the resident. Carrier: Spectrum Cable & Verizon FiOs

# SAMPLE STUDIO FLOOR PLAN

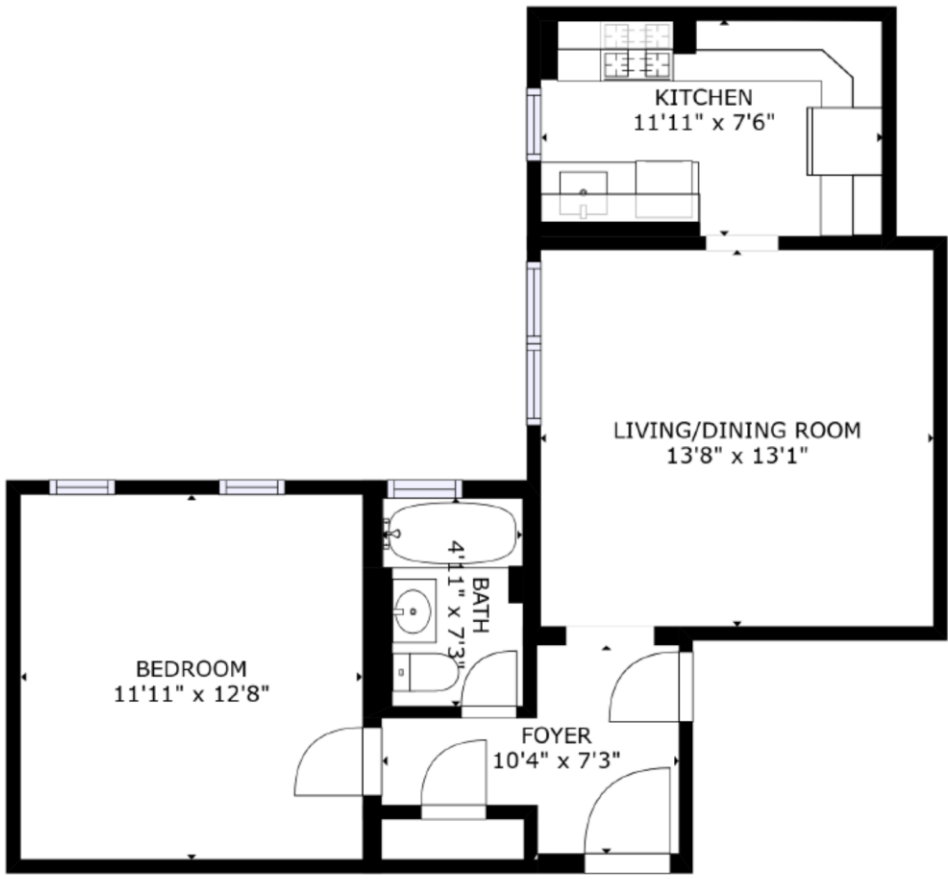
Studio with Separate Kitchen



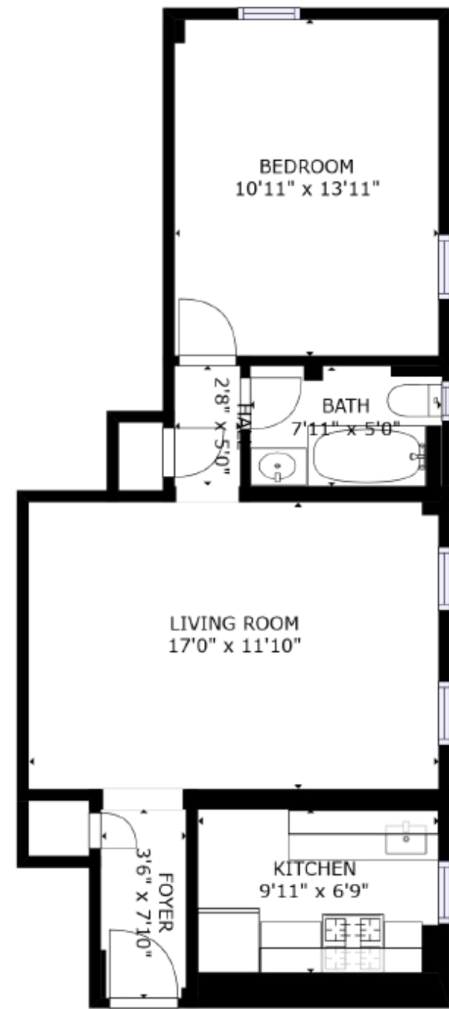
Large Studio with Separate Kitchen



# SAMPLE ONE BEDROOM FLOOR PLAN



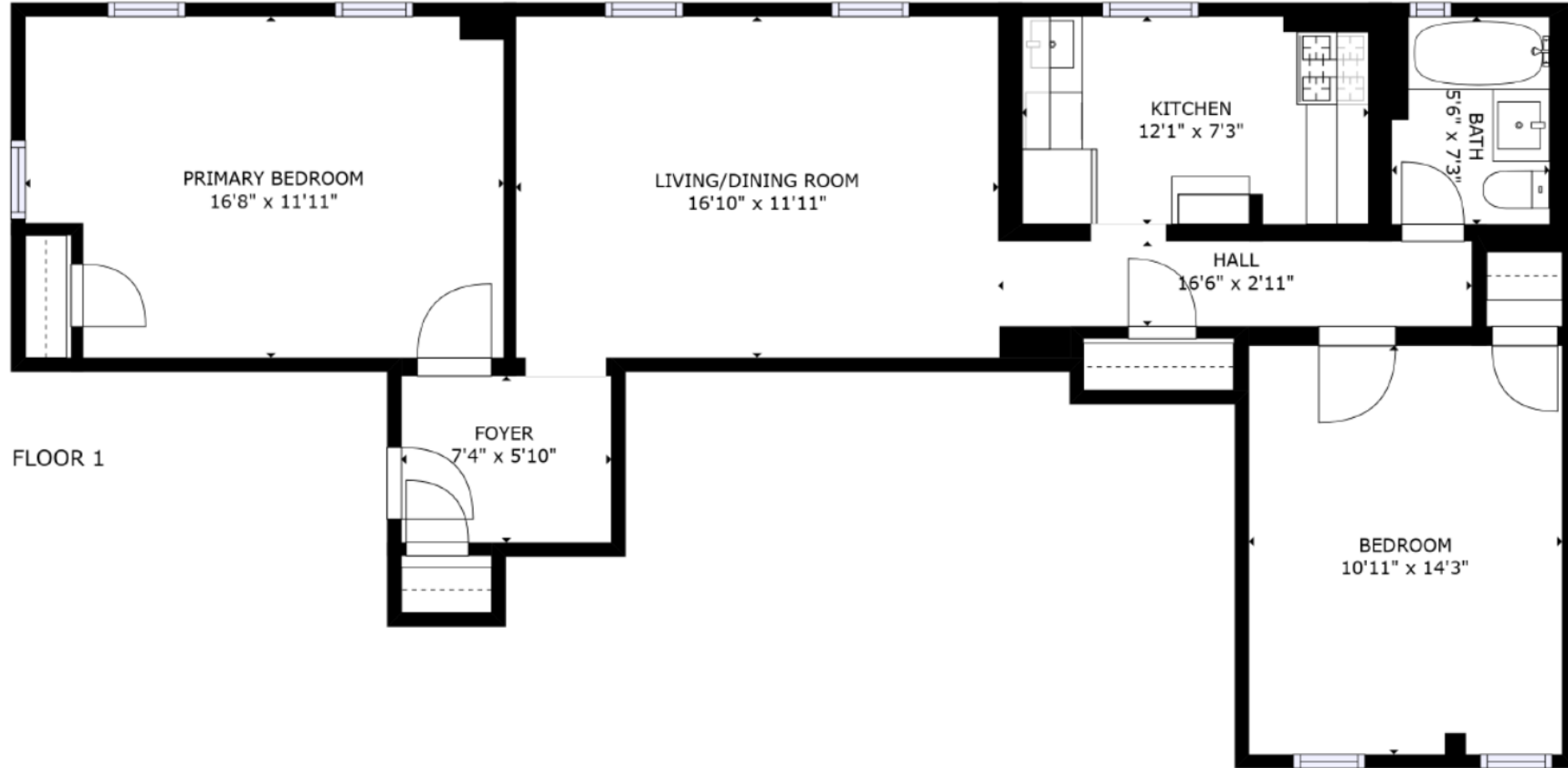
FLOOR 1



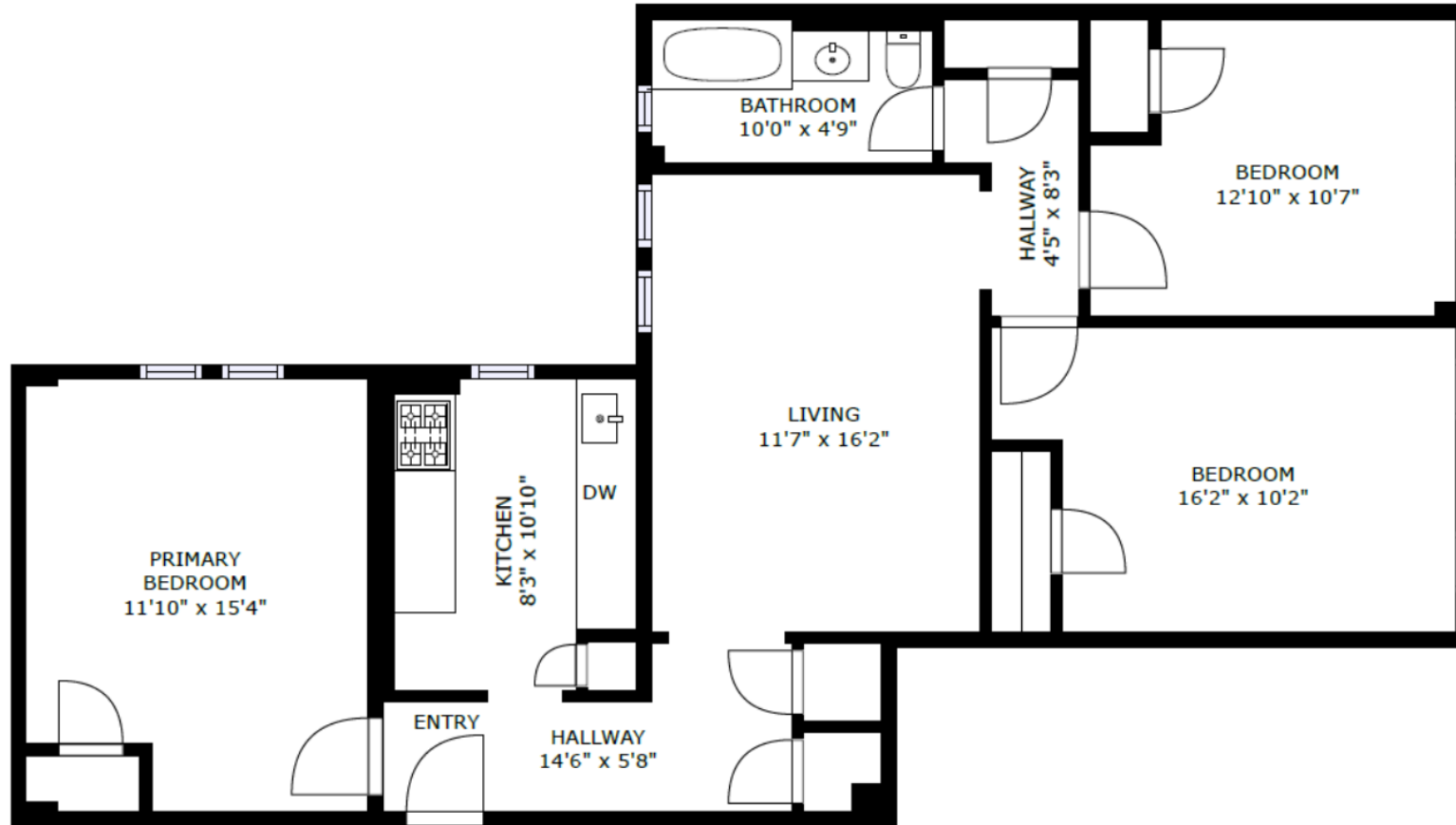
FLOOR 1



# SAMPLE TWO BEDROOM FLOOR PLAN

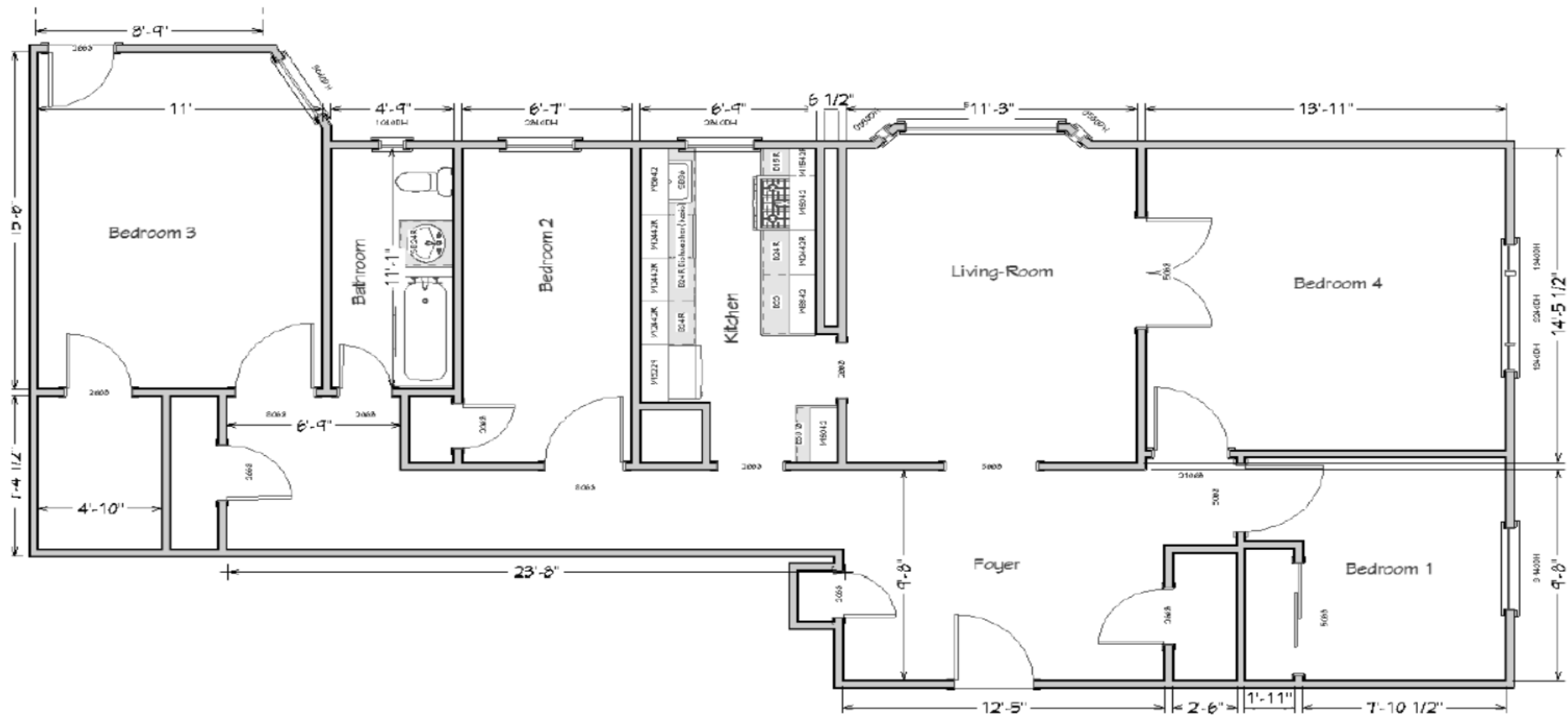


# SAMPLE THREE BEDROOM FLOOR PLAN

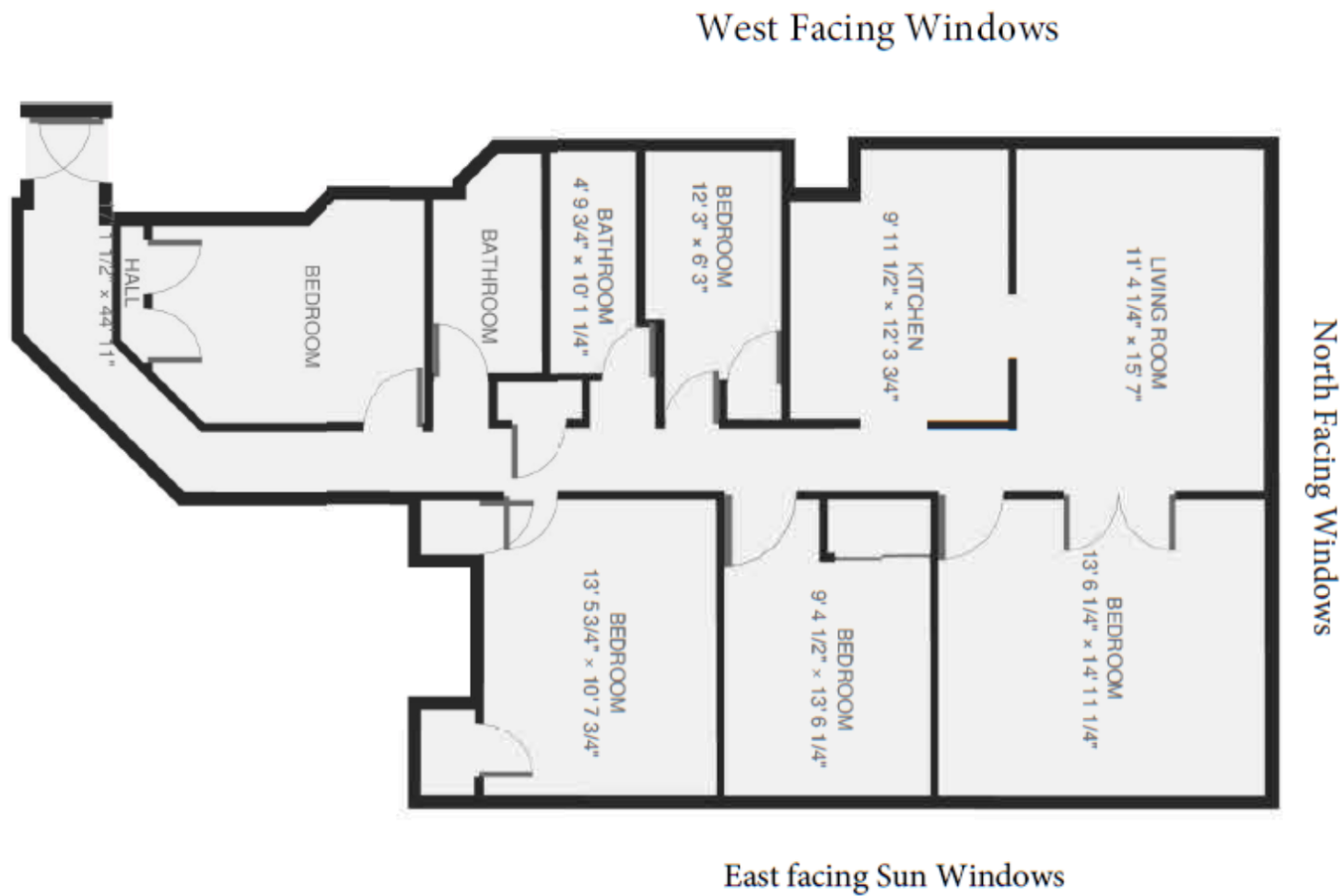


FLOOR PLAN

# SAMPLE FOUR BEDROOM FLOOR PLAN



# SAMPLE FIVE BEDROOM FLOOR PLAN



# FREQUENTLY ASKED QUESTIONS

# FREQUENTLY ASKED QUESTIONS

## 1. Who is eligible for New York Presbyterian Hospital Housing?

Eligibility for RCP housing is dependent on being a full-time, salaried employee of NYP or a NYP affiliate. Priority is based on the need for that person to be housed in close proximity to NYP in furtherance of its core mission to provide high quality health care services.

## 2. What is the License Agreement term?

All license agreements are for a one year term, renewed annually for an additional one year term, contingent upon remaining a full time employee.

## 3. Is housing guaranteed when submitting my application?

NYP Real Estate cannot guarantee housing, housing is available based on availability. If we see that we cannot accommodate your request, you will be notified as soon as possible. NYP Real Estate will be working diligently to assist as many incoming Residents & Clinical Fellows as possible.

## 4. Are the apartments unfurnished?

Yes, however kitchen appliances are provided including a microwave.

Air Conditioning Installation: Air-Conditioning units are not included in the apartment, however you are permitted to purchase your own and have them installed. Our Superintendents are not permitted to install your air conditioning units for you. You can hire professional installers to put them in for you.

## 5. Can I schedule an appointment to view an apartment?

All apartments are “sight on scene”, we cannot accommodate apartment showings for the apartments assigned.

## 6. Are pets permitted in housing?

Pets under 40lbs are permitted, unless they infringe upon your neighbors quiet enjoyment of their apartment. Must be submitted and approved by the Leasing Office.

## 7. How do I pay my rent?

- All NYP / Weill Cornell hospital employees are eligible to enroll for automatic payroll deduction.
- All Columbia University Irving Medical Center paid employees must be on direct billing.

## 8. Can I share my apartment with a non-Hospital employee?

Yes. Nevertheless, only the Hospital Employee will be the Licensee and recognized as the tenant of record.

## 9. What will I need to arrange my move in?

- Move ins are scheduled Monday-Friday.
- Moving Companies must provide a move certificate of insurance.
- Self-Movers must provide a move in/out waiver.
- Moving Trucking (Self or Hired): There is no designated loading zone for any of our properties, parking is first come first serve based on availability. There is no way to reserve street parking in NYC. Your moving company should familiar with NYC and be able to navigate the city parameters. There are several parking garages in the area if required, there is also metered parking on Broadway.

## 10. What Utility Providers am I able to utilize?

- Electricity & Gas: You are required to contact Con Edison to switch the electricity account into your name effective on your lease start date. [www.coned.com](http://www.coned.com)
- Cable, Internet, and/or Phone Service: Set up your installation with Spectrum Cable or Verizon Fios. **The apartments are not hardwired passed the front door, they will need to physically come into the apartment install wiring for whichever service you request to the room locations requested.** You must schedule an installation appointment time after you have taken possession of your apartment.
- Spectrum: [www.spectrum.com](http://www.spectrum.com)
- Verizon Fios: [www.verizonfios.com](http://www.verizonfios.com)

## 10. Where can I locate options for my children’s schooling?

Schools for your child can be located on the New York City Department of Education’s webpage: <http://schools.nyc.gov/default.htm> <https://www.greatschools.org>

## 11. Can I have NYP housing and NYP parking?

NYP does not have storage parking on the Columbia Campus, parking is utilized for commuters and patients only. If you would like parking you can utilize the other parking garages in the area who offer storage parking.

## 12. How can I report a repair or maintenance request?

Maintenance requests can be submitted to our Cushman & Wakefield Management team via phone to the 24/7 hotline: (212) 568-0686 or you can enter the request at anytime on our online repair portal: BuildingLink.com.

# PAYROLL DEDUCTION FREQUENTLY ASKED QUESTIONS

## 1. Does my rent have to be paid via Payroll Deduction?

No. However, all NYP/Weill Cornell Hospital employees are eligible to enroll in payroll deduction or billing at the time of renting an apartment from Royal Charter Properties. Columbia University Irving Medical Center paid employees **must** be on direct billing due to system compatibility.

## 2. Is my payroll deduction pre-tax or post-tax?

All payroll rental deductions are post-tax (deducted from your net pay).

## 3. If I elect Payroll Deduction, how frequently will my payroll be deducted?

Your monthly rent will be deducted on a weekly or biweekly payroll schedule depending upon your employer:

NYP West Campus: Weekly or Biweekly rental payroll deductions

NYP East Campus: Biweekly rental payroll deductions

Weill Cornell: Biweekly rental payroll deductions

Residents on biweekly payroll deduction will have installments of 50% of your monthly rent deducted from 24 of 26 pay checks per year.

Residents on weekly payroll deduction will have installments of 25% of your monthly rent deducted from 48 of 52 pay checks per year

## 4. Why hasn't my Payroll Deduction started as of yet?

Payroll deduction commences during the succeeding month following your move in date. If you have any further questions, please contact the Leasing Office at (212) 305-2014.

## 5. Will I receive a rental statement?

All NYP employees who elect payroll deduction will not receive rental statements because your rent will automatically be paid in full providing there are sufficient funds available.

CUIMC paid employees and those electing billing will receive a rent bill on the first of every month.

## 6. Why was there a shortfall in my scheduled payroll deduction?

Rent is the last deduction to be made from the resident's payroll. Prior to deducting rent, all other charges or benefits that the resident is obligated to pay are deducted.

## 7. What happens if the full amount of monthly rent is not deducted in any given month?

Residents are responsible to review their payroll statement to ensure that the rental deduction has been deducted in full.

If there is a rental shortfall, the resident is responsible to immediately remit payment. To contact the Finance office, please call: (212) 746-0059.

## 8. What happens if there is a change in my employment status?

Residents must notify the Leasing Office promptly upon any employment status change. (I.e.: leave of absence, termination, change in job title), you must provide the Leasing Office with the supporting documentation

## 9. What can I expect when electing billing instead of payroll deduction?

Rental payments are to be remitted via personal check, money order or certified check made payable to Royal Charter Properties with the bottom portion of the rent bill in the return envelope provided.

Rent is due on the first of the month. A late fee of \$50 will be assessed for any payment received after the 10th of the month.

# MAINTENANCE REQUESTS

## Connect to your building... Online!



BuildingLink is an internet based platform available to the tenants of New York Presbyterian Hospital housing.

Through this web service, you can:

- Have 2-Way communication with Building personnel
- Submit, and track maintenance requests
- Add or update your contact information
- Read important alerts about your building
- Register your pet



Your Username & Password will be provided to you on your move in date.



# LOCAL RESOURCES

Washington Heights Neighborhood

# LOCAL RESOURCES



## **New York City Police Department 33<sup>rd</sup> Precinct**

2207 Amsterdam Avenue, New York, NY 10032

(212) 927-3200



## **Fire Department/FDNY-Engine 84/Ladder 34**

513 West 161<sup>st</sup> Street, New York, NY 10032

(212) 570-4284



New York  
Public  
Library

## **New York Public Library**

1000 St. Nicholas Avenue, New York, NY 10032

(212) 923-6054



## **MTA SUBWAY STATION**

West 168<sup>th</sup> Street & West 169<sup>th</sup> Street and Broadway (1, A & C Trains)

MetroCard can be purchased in the station kiosks or electronically:

<https://omny.info/>



## **United States Post Office – Audubon Station**

511 West 165<sup>th</sup> Street, New York, NY 10032

(212) 568-2387



## **UPS Store**

551 West 181<sup>st</sup> Street, New York, NY 10033

Between Audubon & St. Nicholas Ave

(212) 923-2100

UPS Drop Off Location: Harkness Pavilion Lobby

161 Fort Washington Avenue, New York, NY 10032

Tel: 1-800-PICKUPS



## **FEDEX Office Ship Center**

600 West 116<sup>th</sup> Street, New York, NY 10027

(212)749-3515

# LOCAL RESOURCES



## **Chase Bank**

3940 Broadway: (212) 740-4086  
180 Fort Washington Ave: (212) 568-0096



## **Bank of America Financial Center**

4061 Broadway  
(917) 521-0431



## **Neighborhood Trust Federal Credit Union**

Federal Credit Union  
1112 St Nicholas Ave  
(212) 740-0900



## **Santander Bank ATM**

650 W 168th Street  
(212) 284-0031



## **TD Bank**

3798 Broadway  
(212) 543-2003



## **Columbia Pharmacy**

3921 Broadway New York, NY 10032  
(212) 928-6342



## **Rite Aid Pharmacy**

4046 Broadway  
Open 24 Hours / Pharmacy: closes 9 PM  
(212) 928-2550

# LOCAL RESOURCES - SUPERMARKETS



**Super Foodtown of Washington Heights**  
600 W 160th St, New York, NY 10032  
(212) 923-1203



**Ctown Supermarkets**  
1016 St Nicholas Ave, New York, NY 10032  
(212) 795-2877



**Key Food Supermarkets**  
1239 St Nicholas Ave, New York, NY 10032  
(212) 781-4476



**Trader Joe's**  
670 Columbus Avenue, New York, NY 10025  
(212) 678-1680  
Take 1 train from 168<sup>th</sup> Street Station to 96<sup>th</sup> Street  
(8 minute walk to Trader Joe's)

## Food Delivery Services/Meal Prep:



**Hello Fresh:** Meal prep and delivery  
[www.hellofresh.com](http://www.hellofresh.com)



**Peapod:** Grocery shopping delivery  
[www.peapod.com](http://www.peapod.com)



**Freshdirect:** Grocery shopping delivery  
[www.freshdirect.com](http://www.freshdirect.com)

# LOCAL RESOURCES - FITNESS



## BLINK FITNESS

4200 Broadway, Suite 1.3, New York, NY 10033

washingtonheights@blinkfitness.com

(347) 338-6465

<https://locations.blinkfitness.com/ny/manhattan/4200-broadway>



## PLANET FITNESS

3799 Broadway, New York, NY 10032

(212) 336-0830

<https://www.planetfitness.com/gyms/manhattan-washington-heights-ny>



## DRIP SWEAT

2178 Amsterdam Ave, New York, NY 10032

(917)265-8143

<https://www.dripsweatny.com/>

## 50 HAVEN ATHLETIC CENTER

50 Haven Ave., LL3

(212) 304-7010

[www.facilities.cuimc.columbia.edu/](http://www.facilities.cuimc.columbia.edu/)

EMAIL: [athleticcenter@cumc.columbia.edu](mailto:athleticcenter@cumc.columbia.edu)



## HIS AND HERS BOOT CAMP NY

605 West 158th Street New York, NY 10032

Email: [hhbcny1@gmail.com](mailto:hhbcny1@gmail.com)

<https://www.hhbcny.com/>



## STUDIO IN THE HEIGHTS

500 FT WASHINGTON AVE, NEW YORK, NY 10033

INNER COURTYARD, LEFT CORNER

(917) 521-1454

<https://www.studiointheheights.com/>



## HEIGHTS MEDITATION & YOGA

725 West 184th Street, Studio 5K, New York, NY 10033

Enter on 184th St., intercom code 58

(203) 515-8711

<https://www.heightsmeditationyoga.org/>

# LOCAL RESOURCES - SCHOOLS



**New York City Department of Education**  
NYC Public School Enrollment/Find a School  
<https://www.schools.nyc.gov/>

- **DUAL LANGUAGE SCHOOLS**

**Castle Bridge** - 560 West 169 Street, New York, NY 10032 | (212) 740-4701

[Http://Schools.Nyc.Gov/Schoolportals/06/M513/Default.Html](http://Schools.Nyc.Gov/Schoolportals/06/M513/Default.Html)

**Dos Puentes** - 185 Wadsworth Ave, New York, NY 10033 | (212) 781- 1803

[Http://Schools.Nyc.Gov/Schoolportals/06/M103/Default.Html](http://Schools.Nyc.Gov/Schoolportals/06/M103/Default.Html)

**Washington Heights Expeditionary Learning School** - Aka "Wheels- 511 West 182nd, New York, Ny 10033 | (212)-781-0524 - [Http://Wheelsnyc.Org/Overview/](http://Wheelsnyc.Org/Overview/)

**Amistad** - 4862 Broadway, New York, NY 10034 | (212) 544-8021

[Http://Schools.Nyc.Gov/Schoolportals/06/M311/Default.Html](http://Schools.Nyc.Gov/Schoolportals/06/M311/Default.Html)

- **NON-BILINGUAL PUBLIC SCHOOLS IN THE AREA**

**TCCS** - 168 Morningside Avenue, New York, NY 10027 | (212) 280-3414

[Http://Tccsps517.Org/](http://Tccsps517.Org/)

**Muscota** - 4862 Broadway, New York, NY 10034 | (212) 544-0614

[Http://www.Muscotanewschool.Com/](http://www.Muscotanewschool.Com/)

**PS 187** - 349 Cabrini Blvd, New York, NY 10033 | (212) 927-8218

[Http://Www.187hudsoncliffs.Org/](http://Www.187hudsoncliffs.Org/)

- **CHARTER SCHOOLS AND PRIVATE SCHOOLS**

**Success Academy Charter School** - 701 Fort Washington Ave, New York, NY 10040 | (646) 558-0027

[Http://Www.Successacademies.Org/Schools/Washington-heights/](http://Www.Successacademies.Org/Schools/Washington-heights/)

**Bank Street (Private School)** - 610 West 112<sup>th</sup> Street, New York, NY 10025 | (212)875-4420

[Https://Www.Bankstreet.Edu/School-children/](https://Www.Bankstreet.Edu/School-children/)

**The School At Columbia University**- 556 West 110th Street, New York, NY 10025 | (212) 851-4215

[Info@theschool.Columbia.Edu](mailto:Info@theschool.Columbia.Edu) – [Https://Www.Theschool.Columbia.Edu/Page](https://Www.Theschool.Columbia.Edu/Page)

# LOCAL RESOURCES - PARKS



## **JHOOD WRIGHT PARK**

West 173rd Street and Fort Washington Avenue. Public park with sports courts & vistas of the Hudson River & George Washington Bridge.

## **BENNETT PARK**

West 183rd Street & Fort Washington Avenue. Historic neighborhood park named after an 18th-century publisher, with a playground & benches.

## **FORT TRYON PARK**

Entrance at West 190th Street & Fort Washington Avenue. Scenic Hudson River Park features the Cloisters Museum & Gardens, plus a dog run & playground.

## **RIVERSIDE PARK**

Entrance on West 129th Street and Riverside Drive. Storied multilevel park with elms & rocky outcrops, plus a long boulevard & multiple playgrounds. This park offers a lot of kid's activities including a skating rink, high bridge pool and Lilly Brown Park.

## **INWOOD HILL PARK**

Like Central Park but Uptown located at Dyckman Street & Payson Avenue.

## **DANCE PROJECT OF WASHINGTON HEIGHTS**

Offers Dance Classes pay as you can, as well as kid's activities, Summer Camp, Baseball etc.: [www.danceprojectwh.org/](http://www.danceprojectwh.org/)

## **HUDSON GREENWAY**

Bike Path - Entrance on West 165th Street & Riverside Drive.

