



Royal Charter Properties

An Affiliate of NewYork-Presbyterian Hospitals
405 East 71st Street New York, New York, 10021

New York-Presbyterian Real Estate - East Campus Housing

2017 Graduate Staff Housing Packet



Coleman Tower



Helmsley Medical Tower



Payson House



Coleman Tower Kitchen



Helmsley Tower One Bedroom



Payson House Studio



Walk-up Building Studio



BEAT THE COMMUTE... Ask about NYPH Housing!

INCOMING GRADUATE STAFF FREQUENTLY ASKED QUESTIONS:

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

- a. Eligibility for NYP Real Estate housing is dependent on being a full-time, salaried employee of NYP, Weill Cornell or Columbia University Medical Center. 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?

- a. All license agreements are for a one year term, and automatically renewed annually for an additional one year term.

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

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

4. Are the apartments unfurnished?

- a. Yes, however kitchen appliances are provided.

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

- a. Royal Charter Properties will provide all Incoming graduate staff with the opportunity to schedule an appointment to tour samples of our apartment sizes and finishes on Tuesdays and Fridays in the months of March and April.

6. Are pets permitted in housing?

- a. Non-aggressive breeds under 40lbs are permitted.

7. Where can I locate options for my children's schooling?

- a. Schools for your child can be located on the New York City Department of Education's webpage: <http://schools.nyc.gov/default.htm>

8. How do I pay my rent?

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

9. When is the application submission deadline?

- a. The application deadline is April 10th, 2017.
- b. The application can be completed on our website located at www.nyphrealstate.com or in person at the NYP Real Estate Office located at 435 East 70th Street, NY, NY 10021.
- c. Applications must be submitted with an Offer Letter or Match notice, applicable marriage certificates and/or children(s) birth certificate(s).

10. Is housing guaranteed when submitting my application?

- a. NYP Real Estate will be working diligently to ensure that we provide housing to all qualified incoming staff members. If we see that we cannot accommodate your request, you will be notified as soon as possible.

11. When will I be advised of my housing assignment and move in date?

- a. The Leasing Office commences the housing process on May 1st and anticipates a completion date of June 15th.

12. When do I have to notify you of my decision?

- a. Upon receipt of your housing assignment you are provided a window of 48 hours to accept or decline the apartment offered.
- b. If you fail to respond in the provided 48 hour window, we will assume that you have declined the selected apartment.

13. What funds do I need to provide prior to move in?

- a. Security Deposit: The security deposit equal to 1.5 times of the monthly rental rate.
- b. 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.
- c. **ALL FUNDS MUST BE REMITTED IN UNITED STATES CURRENCY AS SEPARATE CERTIFIED CHECKS OR MONEY ORDERS.**

14. When do I have to submit the move in paperwork, security deposit, and pro-rated rent?

- a. Once you have accepted your housing assignment, you will receive your move in package via email to be executed and returned to the office.
- b. The Leasing Office must receive all completed documents and certified payments no later than seven business days from the date of the email.

15. What will I need to arrange my move in?

- a. Move ins are scheduled based on building:
 - i. Payson and Helmsley: Monday – Sunday, 8AM – 8PM
 - ii. Coleman: Monday – Friday, 9AM – 5PM
 - iii. Walkups: Monday – Sunday, 9AM – 5PM
- b. You must schedule an elevator reservation if you will be moving in to Payson, Helmsley or Coleman.
- c. Moving Companies must provide a certificate of insurance.
- d. Self-Movers must provide a move in/out waiver.
- e. Electricity:
 - i. Coleman, Payson, and Helmsley: Upon possession, the electricity account, which is sub-metered through Quadlogic, will be switched to your name.
 - ii. Walkups: You are required to contact Con Edison to switch the electricity account into your name effective on your lease start date.
 - iii. If you would like cable, internet, and or phone service, you must schedule an installation appointment time after you have taken possession of your apartment.

16. Is there parking available?

- a. Graduate Staff accepting housing at Coleman Tower have access to monthly parking in the Coleman Tower Garage for a monthly storage fee.
- b. Residents accepting housing in Payson, Helmsley or the Walkups can place their names on the wait list for parking.
- c. All inquiries regarding parking prices and availability should be directed to the NYP Parking Office at (212) 746-7357.

PAYROLL DEDUCTION FAQs:

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

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

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

- a. Your monthly rent will be deducted on a weekly or biweekly payroll schedule depending upon your employer:
 - i. NYP East Campus: Biweekly rental payroll deductions
 - ii. NYP West Campus: Weekly or Biweekly rental payroll deductions
 - iii. Weill Cornell: Biweekly rental payroll deductions
- b. Residents on biweekly payroll deduction will have installments of 50% of your monthly rent deducted from 24 of 26 pay periods per year.
- c. Residents on weekly payroll deduction will have installments of 25% of your monthly rent deducted from 48 pay periods per year.
- d. There will be suppressed payroll deductions throughout the year, please check your payroll schedule for details. Your payroll schedule can be found on the NYP Infonet.

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

- a. 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) 746-9096.

4. Will I receive a rental statement?

- a. 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.
- b. However, all electric charges are applied to your rental statement and are **not** payroll deducted. Please remit monthly payments by personal check or money order accordingly.

5. Can my electricity charges be paid via Payroll Deduction?

- a. Unfortunately, due to fluctuating usage your electricity charges **cannot** be paid via payroll deduction.

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

- a. 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. Since these non-rent charges may fluctuate in amount, the payroll deduction amount may vary.

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

- a. Residents are responsible to review their payroll statement to ensure that the rental deduction has been deducted in full.
- b. If there is a rental shortfall, the resident is responsible to immediately remit payment via check or money order to the Finance Office, located at 435 East 70th Street, Suite 7K, NY, NY 10021. The contact number is: (212) 746-0059.

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

- a. Residents must notify the Leasing Office promptly upon any employment status change. (I.e.: You need to take a leave of absence due to personal reasons, you must provide the Leasing Office with documentation of your leave of absence from your department.)

9. What rental period is the recent Payroll Deduction covering?

- a. Your payroll schedule reflects which pay period your monthly rental deduction is applied to. To find your payroll schedule, you can visit the Employee's page on the Infonet.
- b. Your Year to Date rental deduction amount reflected on your latest payroll statement shows the total amount of rent deducted.

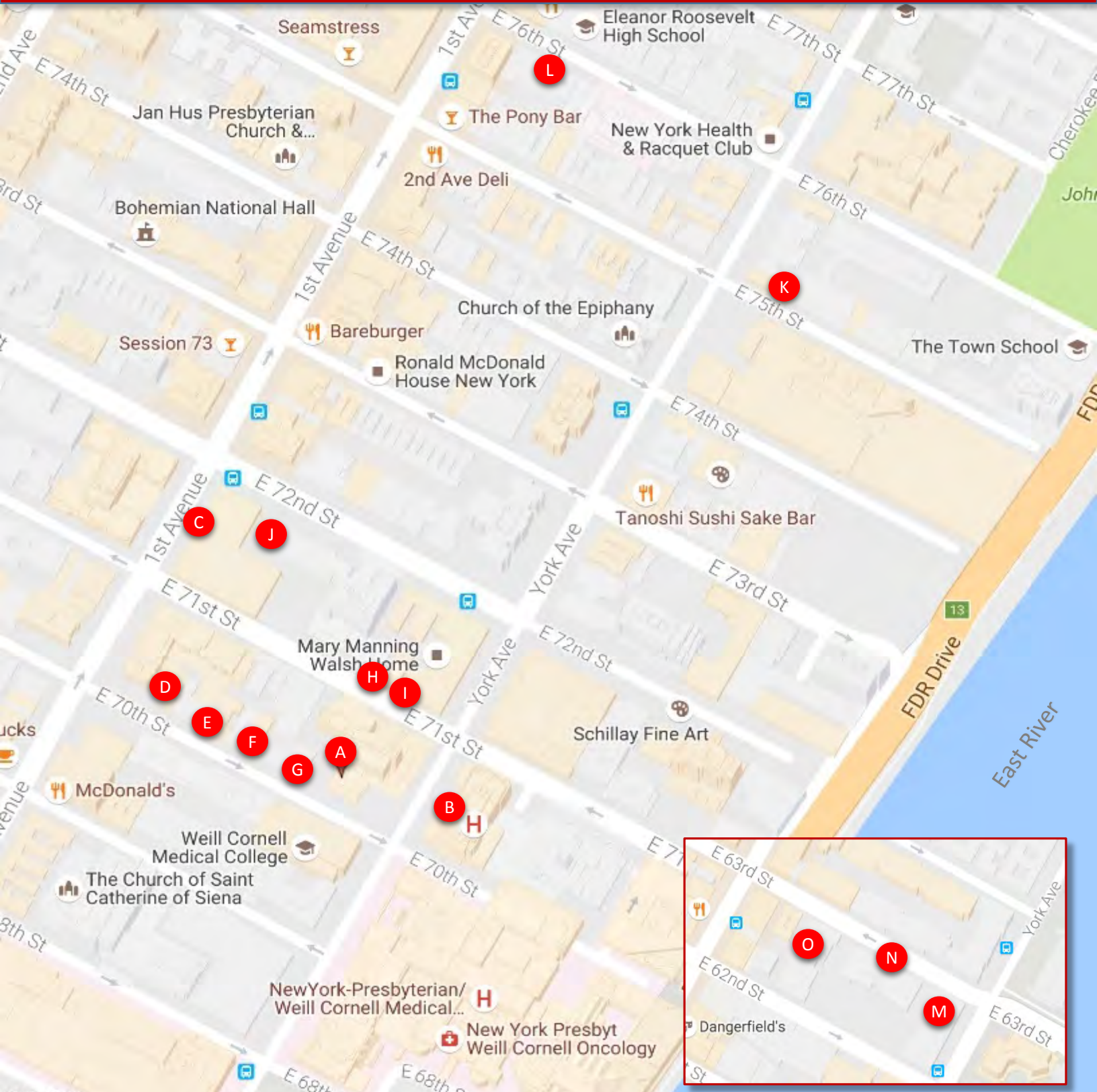
10. Is my payroll deduction pre-tax or post-tax?

- a. All payroll rental deductions are post-tax.

East Campus Portfolio Composition

- A. Payson House – 435 East 70th Street
- B. Helmsley Medical Tower – 1320 York Avenue
- C. Coleman Tower – 1330 First Avenue
- D. 405 East 70th Street
- E. 417 East 70th Street
- F. 421 East 70th Street
- G. 423 East 70th Street
- H. 437 East 71st Street

- I. 439 East 71st Street
- J. 402 East 72nd Street
- K. 501 East 75th Street
- L. 418 East 76th Street
- M. Sutton Terrace – 1161 York Avenue
- N. Sutton Terrace – 450 East 63rd Street
- O. Sutton Terrace – 430 East 63rd Street



New York Presbyterian Hospital/Royal Charter Properties 2017 Cornell Campus Housing Overview

Royal Charter Properties/New York-Presbyterian Hospital housing portfolio consists of 1450 apartments within walking distance to the Weill Cornell Campus.

Apartment sizes range from studio to three bedrooms.

There are 11 buildings located from East 70th Street and York Avenue to 76th Street, between First Avenue and York Avenue.

There are 8 walk up buildings and 3 elevator buildings.

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

License Agreement is for a one year term, renewed annually at one year increments.

Our Contact Information: Leasing Office is located at 435 East 70th Street, 1st Floor, New York, NY 10021
Telephone: 212-746-9096

Website: NYPHREALESTATE.COM

Leasing Administrator, Michele O’Neale: MLO9005@NYP.ORG

Leasing Administrator, Zeynep Sanli: ZEYNEP.SANLI@CIS.CUSHWAKE.COM

Leasing Manager, Gary Quigg: GMQ9001@NYP.ORG

East Campus 2017 Graduate Staff Rents

<u>Building Location</u>	<u>Studios</u>	<u>One Bedroom</u>	<u>Two Bedroom</u>	<u>Three Bedroom</u>
WALK UPS	\$1778 - \$2423	\$2045 - \$3079	\$3203- \$3930	N/A
PAYSON HOUSE	\$1960 - \$2041	\$2853 - \$3150	\$3350 - \$3432	\$3902 - \$3984
HELMSLEY MEDICAL TOWER	\$2301 - \$2487	\$3129 - \$3322	\$4836 - \$6697	\$6665 - \$8343
COLEMAN TOWER	\$2315-\$2789	\$3328 - \$4450	\$5418- \$6327	\$8047 - \$9628



2017 Apartment Tour Schedule

Royal Charter Properties would like to provide all incoming staff with an opportunity to tour a sample of our apartment sizes and finishes so that each person has an understanding of our housing portfolio.

How to Attend a Housing Tour

Please contact the leasing office via telephone at 212-746-9096 or via email at MLO9005@NYP.ORG or ZEYNEP.SANLI@CIS.CUSHWAKE.COM to schedule an appointment to attend one of the below tour dates and times:

Meeting location:
435 East 70th Street, Lobby
(Off of York Avenue)

Tour Month	Dates	Times
March 2017	Tuesday, March 7 th	11 AM & 3 PM
	Friday, March 10 th	11 AM & 3 PM
	Tuesday, March 14 th	11 AM & 3 PM
	Friday, March 17 th	11 AM & 3 PM
	Tuesday, March 21 st	11 AM & 3 PM
	Friday, March 24 th	11 AM & 3 PM
	Tuesday, March 28 th	11 AM & 3 PM
	Friday, March 31 st	11 AM & 3 PM
April 2017	Tuesday, April 4 th	11 AM & 3 PM
	Friday, April 7 th	11 AM & 3 PM



**New York Presbyterian Hospital/Royal Charter Properties
 2017 Cornell Campus Housing Overview**

Square Footage By Building Type:

Walk-up Buildings

Size of Apartment	Square Footage
Studio	Approx. 325 – 425 sq. ft.
1 Bedroom	Approx. 390 – 500 sq. ft.
2 Bedrooms	Approx. 490 – 575 sq. ft.

Payson House

Size of Apartment	Square Footage
Studio	Approx. 390 sq. ft.
1 Bedroom	Approx. 625 sq. ft.
2 Bedrooms	Approx. 875 sq. ft.
3 Bedrooms	Approx. 1050 sq. ft.

Helmsley Medical Tower

Size of Apartment	Square Footage
Studio	Approx. 405 – 415 sq. ft.
1 Bedroom	Approx. 660 sq. ft.

Coleman Tower

Size of Apartment	Square Footage
Studio	Approx. 408 – 535 sq. ft.
1 Bedroom	Approx. 602 – 863 sq. ft.

NYP/Cornell Campus Housing



HIGH RISE BUILDINGS

PAYSON HOUSE: 435 EAST 70TH STREET

- Built in 1963
- Located on East 70th Street near York Avenue with easy access to all shopping venues.
- 34 Story Elevator Building (4 elevators).
- Underground accessibility to the Hospital.
- 24 Hour Concierge/Doorman.
- Fitness Room on the 3rd Floor.
- Laundry room on each floor (card operated).
- Indoor & Outdoor play area exclusive for Play Area Association members.
- All apartments include: Central Air Conditioning/Heating, updated or new appliances, parquet floors and ceramic tiles, window blinds.
- Dishwashers in 2 bedroom and 3 bedrooms.
- Resident is only responsible for electric utility charge, which is sub-metered; water and gas are included in the rent.
- The building is wired for cable and high speed internet. Usage is at the discretion and expense of the resident. There are two available vendors: Time Warner and RCN.



Fitness Room

HELMSLEY MEDICAL TOWER: 1320 YORK AVENUE

- Built in 1986
- Located on York Avenue between 70th and 71st Streets with easy access to all shopping venues.
- 36 Story Elevator Building (6 elevators).
- Underground accessibility to the Hospital.
- 24 Hour Concierge/Doorman.
- 1st - 7th Floor – Commercial/Medical Offices.
- 8th - 12th Floors – Guest Facility which offers visitors accommodations when a loved one require extended medical care or outpatient hospital services.
- 13th – 36th Floors are Residential.
- Laundry Room located in sub-basement.
- All apartments include: Central Air Conditioning/Heating, dishwasher, updated or new appliances, parquet floors and ceramic tiles, window blinds.
- Resident is only responsible for electric utility charge, which is sub-metered; water and gas are included in the rent.
- The building is wired for cable and high speed internet. Usage is at the discretion and expense of the resident. There are two available vendors: Time Warner and RCN.



Laundry Room

COLEMAN TOWER: 1330 FIRST AVENUE

- Opened in 2008
- Located on 1st Avenue between 71st and 72nd Streets with easy access to all shopping venues
- 20 story Elevator Building (4 elevators)
- 100% residential from floor 2 through 20
- 24 hour doorman/concierge
- Fitness room
- Laundry room located on the 5th floor; machines operated by debit card.
- Outdoor courtyard
- Residential lounge
- Bicycle storage room
- 24 hours indoor attended parking garage (space available for additional monthly fee).
- Security cameras located in the common areas throughout the building.
- All apartments include the same finishes: hardwood flooring, granite and marble countertops and bathroom vanities, temperature controls year round in each room, shades for all windows, stainless steel kitchen appliances including: microwave, dishwasher and garbage disposal.
- There are selected apartments (in all sizes) throughout the building that have private, outdoor balconies and decks.
- The three and four bedroom apartments all have in unit washers and dryers and Viking kitchen appliances.
- Resident is only responsible for electric utility charge, which is sub-metered; water and gas which operates the stove are included in the rent.
- The building is wired for cable and high speed internet. Usage is at the discretion and expense of the resident. There are two available vendors: Verizon Fios and Time Warner.



Residential Lounge



WALK-UP BUILDINGS



405 EAST 70TH STREET

- 5 story walk up building
 - Located between York and 1st Avenue with easy access to all shopping venues.
 - 2 commercial stores on street level.
 - Laundry room located in the basement; machines operated by debit card.
 - 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: Time Warner



417 EAST 70TH STREET

- 6 story walk up building
 - Located between York and 1st Avenue with easy access to all shopping venues.
 - 2 commercial stores on street level
 - 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: Time Warner



418 EAST 76TH STREET

- 6 story walkup building
 - Located between York and 1st Avenue with easy access to all shopping venues.
 - Hospital Affiliate offices/on call rooms: 1st to 3rd fl.
 - Residential apartments: 13 (all studios)
 - Laundry room located in the basement; machines operated by debit card.
 - Some apartments have air conditioning.
 - 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: Time Warner.



421 EAST 70TH STREET

- 5 story walk up building
 - Located between York and 1st Avenue with easy access to all shopping venues
 - Hospital affiliate office located in basement.
 - Residential apartments: 10 (all one bedrooms).
 - All apartments run are "railroad" style and have both southern and northern exposure.
 - 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: Time Warner



423 EAST 70TH STREET

- 5 story elevator building (1 Elevator)
 - Located between York and 1st Avenue with easy access to all shopping venues.
 - Laundry room located in basement; machines operated by debit card.
 - 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: Time Warner.



WALK-UP BUILDINGS



437 EAST 71ST STREET

- 5 story walkup building
- Located between York and 1st Avenue with 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: Time Warner



439 EAST 71ST STREET

- 6 story walkup building
- Hospital Affiliate office occupies 1st floor
- Located between York and 1st Avenue with 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: Time Warner



501 EAST 75TH STREET

- 7 story elevator building (1 Elevator)
- Hospital Affiliate offices: 1st to 3rd fl.
- Central air conditioning
- Located between York and FDR Drive.
- Laundry room located in the basement; machines operated by debit card.
- 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.
- Apartments include central air, hard wood floors.
- The building is wired for cable and high speed internet. Usage is at the discretion and expense of the resident.
Carrier: Time Warner



East Campus Housing

Sample Floor Plans

In order to assist you in the planning process for your move, the following pages provide an example of the following apartment sizes and layouts:

 Studio

 One Bedroom

 Two Bedroom

 Three Bedroom



Coleman Tower 1330 First Avenue



Studio
Sample Floor Plan



One Bedroom
Sample Floor Plan



Helmsley Medical Tower 1320 York Avenue

STUDIO UNIT



ONE BEDROOM UNIT

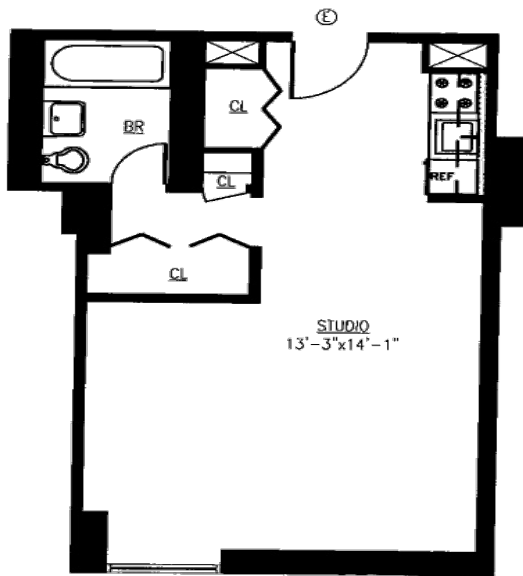




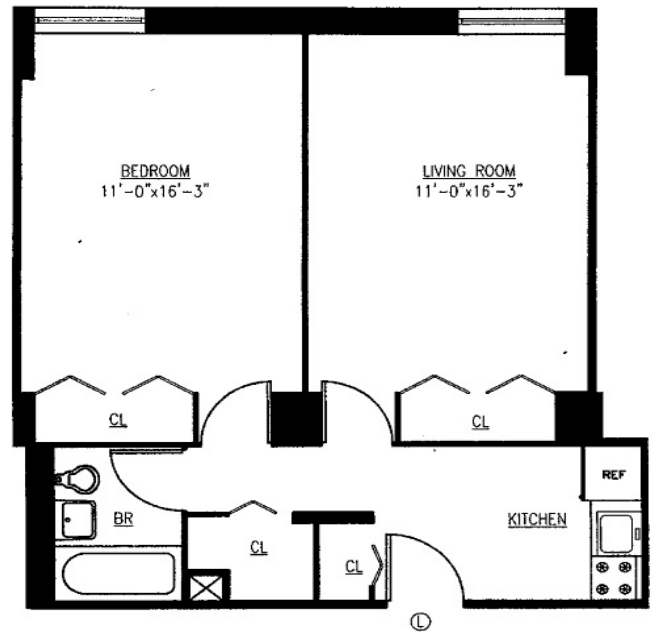
Payson House

435 East 70th Street

Studio Unit



One Bedroom Unit





Payson House

435 East 70th Street

Two Bedroom Unit

Three Bedroom Unit

