



# Welcome to CUIMC On-Campus Housing

# Overview

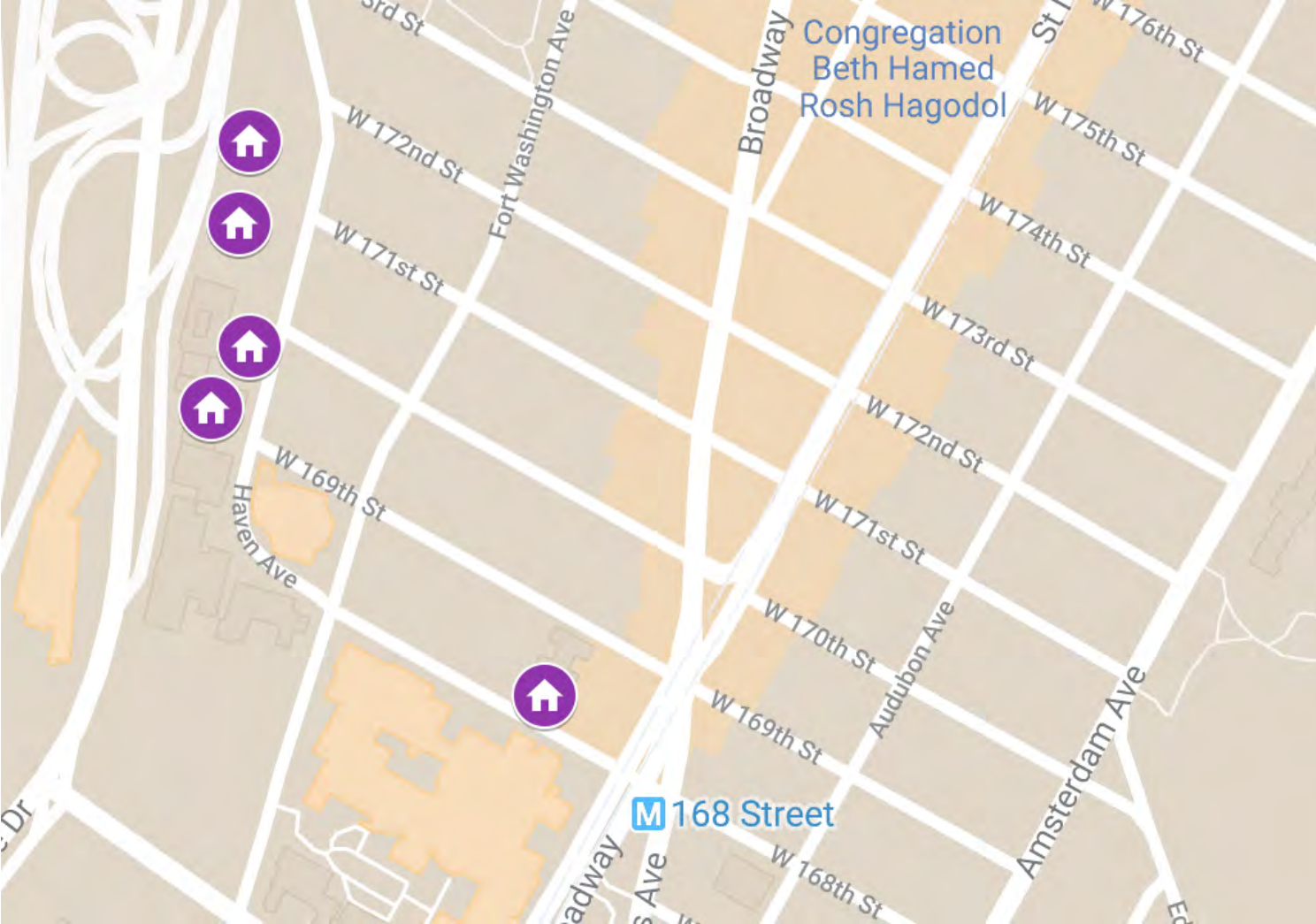
- Housing Overview
- Signing Your Lease or Contract
- Preparing for Your Arrival
- Arriving to Campus



# RESIDENTIAL OVERVIEW

# Residential Buildings

- Seven Residential Buildings



# Residential Buildings

- Seven Residential Buildings
- **Bard Hall**
  - One-person dorm rooms



# Residential Buildings

- Seven Residential Buildings
- Bard Hall
- **Georgian Residence**
  - One-person, two-person and three-person suites



# Residential Buildings

- Seven Residential Buildings
- Bard Hall
- Georgian Residence
- **Towers 1, 2, and 3**
  - Two-person, three-person, four-person and couples apartments



# Residential Buildings

- Seven Residential Buildings
- Bard Hall
- Georgian Residence
- Towers 1, 2, and 3
- **154 Haven Residence**
  - Studios and one-bedroom apartments





# Residential Buildings

- Seven Residential Buildings
- Bard Hall
- Georgian Residence
- Towers 1, 2, and 3
- 154 Haven Residence
- **390 Fort Washington Residence**
  - Studios and one-bedroom apartments



# Housing Policies

- Highlights:
  - **Renters Insurance:**  
Residents are HIGHLY encouraged to enroll in renters insurance to protect themselves financially against personal property loss.



# Housing Policies

- Highlights:
  - **No Smoking:** Smoking is prohibited on all CUIMC property, indoors and outdoors.



# Housing Policies

- Highlights:
  - **Guest Policy:** Overnight stays for one guest are limited to five days in any consecutive 30 day period. An overnight stay is defined as any stay within the hours of 11 p.m. and 8 a.m.



# Housing Policies

- Highlights:
  - **Pets:** Dogs, cats, and any other animals are not permitted in any apartment or residence hall at CUIMC. Service and assistant animals must be approved by the Office of Disability Services before being allowed into housing.

# Housing Policies

- Highlights:
  - **Apartment Cleanliness:**  
It is expected that residents maintain their bedrooms, in addition to all common areas in apartments (bathrooms, kitchens, common-area corridors, etc.) in order to maintain a general level of cleanliness living on campus.



# Housing Policies

- Highlights:
  - **Floor Coverings:** In the event that another tenant complains of noise, residents are responsible for providing area rugs that cover 80 percent of the floor area to comply with the terms of the rental agreement.

# SIGNING YOUR LEASE OR CONTRACT



# Signing Your Lease

- For 2020-2021 academic year **ONLY**, leases can be cancelled by August 15, 2020 with no penalty. All leases are locked in to all terms and conditions after August 15, 2020.
- You will be billed starting from the day you move-in and obtain your keys.
- Your security deposit (only applicable to students living in apartments) and first month's rent will be billed to you directly. Please anticipate paying these two bills immediately when the statements are received by you.

# Paying Your Rent

- Rent is due by the first of each month. If you are unable to pay on time or in full by the first of the month, please contact:

**Jeffrey Schnepf**

**Office of the Controller**

**[js100@Columbia.edu](mailto:js100@Columbia.edu) or 212-854-1077**

- The Office of the Controller will mail you a paper bill statement each month.

# Paying Your Rent

- Rent payments can be made via check, money order, certified bank check, or electronically generated checks drawn from your account (set up is done through your bank).
- Setting Up Electronic Payments:
  - Visit your bank's website and set up the payment as follows:
  - Add Payee: Columbia University Address: P. O. Box 1381, New York, NY, 10008-1381.
  - You will find the CUIMC account number on your bill on the right-hand side of the bill, next to “account number.”

# Signing Your Contract

- Housing contracts are applicable for Bard Hall, Georgian and 154 Haven Residence.
- Your offer packet will be emailed to you with your housing assignment.
- To accept the offer, email us a signed copy of your contract.
- Upon receipt, a \$300 initial room payment will be billed to your student account.
- Semester billing is applied to your student account for your housing charge and you will receive an e-bill from the Bursars office.

# PREPARING FOR YOUR ARRIVAL

# Move-in Appointments

- After you sign your lease or contract, the Office of Housing Services will send you a link to schedule a move-in day appointment.
- Only a few students will be allowed to move in each day to promote physical distancing.

Move-in Date and Time Selection:

August 1, 2020: 9 a.m.-12 p.m.

August 1, 2020: 1-4 p.m.

August 3, 2020: 9 a.m.-12 p.m.

August 3, 2020: 1-4 p.m.

August 4, 2020: 9 a.m.-12 p.m.

August 4, 2020: 1-4 p.m.

August 5, 2020: 9 a.m.-12 p.m.

August 5, 2020: 1-4 p.m.

August 6, 2020: 9 a.m.-12 p.m.

August 6, 2020: 1-4 p.m.

August 7, 2020: 9 a.m.-12 p.m.

August 7, 2020: 1-4 p.m.

August 8, 2020: 9 a.m.-12 p.m.

August 8, 2020: 1-4 p.m.

# Move-in Appointments

- To provide you with flexibility, you are eligible to move in on any date prior to your official lease start date. If an appointment is not available until after your original lease start date, your rent will be prorated based on the date you pick up your keys.

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August 6, 2020: 9 a.m.-12 p.m.

August 6, 2020: 1-4 p.m.

August 7, 2020: 9 a.m.-12 p.m.

August 7, 2020: 1-4 p.m.

August 8, 2020: 9 a.m.-12 p.m.

August 8, 2020: 1-4 p.m.

# Arriving to Campus

- Please limit the number of guests you bring with you to campus on move-in day.
- Face coverings must be worn by all students and guests entering our buildings.





# Utilities Services

- **Gas and Electric Service**

- You should contact ConEdison directly at 1-800-779-6943 or visit [www.coned.com](http://www.coned.com) to set up any services and to make payments.
- If you are moving into an apartment where other students are already living, you won't need to set up service.



# Utilities Services

- **Cable TV and Internet**

- If you want to set up cable TV service in your unit, contact Spectrum directly at 212-222-5388 or online at [www.spectrum.com](http://www.spectrum.com).
- Most of the residential buildings have wireless internet service, provided for free by CUIMC IT. For more information, call 212-305-HELP (4357), option 5.



# Using a Moving Company

- If you are using a moving company to complete your move, we require a Certificate of Liability Insurance (COI) from the company.
- The COI must be submitted at least 48 hours before your scheduled move-in date.

# Using a Moving Company

- The COI must be submitted via email to [cumc.housing@columbia.edu](mailto:cumc.housing@columbia.edu).
  - The email subject line must read: COI: [resident street address and unit number] - [resident's name]

# ARRIVING TO CAMPUS

# Arriving to Campus

- **Key Pick-Up:**
  - When you arrive to campus, please show your ID to the door attendant at your assigned building to verify your housing assignment.
  - After completing a key registration card, you will receive your apartment keys.



# Arriving to Campus

- **Parking:**
  - Limited on-street parking is available; vehicles should not be left unattended.



# Arriving to Campus

- **Hand Trucks and Dollies:**

- A limited amount of hand trucks and dollies are available from the door attendants and can be signed out with your CUIMC ID.
- We encourage you to bring your own to speed up the move-in process.



# Questions?

- If you have any questions about your lease signing, move-in day appointment or arrival to campus, please contact our office.
  - **Office Hours:** Monday – Friday, 9 a.m. – 5 p.m.
  - **Phone:** 212-305-HELP (4357), option 2
  - **Email:** [cumc.housing@columbia.edu](mailto:cumc.housing@columbia.edu)