

HOUSING FREQUENTLY ASKED QUESTIONS

About Procedures

<https://icahn.mssm.edu/education/residencies-fellowships/life/housing>

I. Application Procedures / Process

- **I will be visiting the area soon. Are there any apartments open to look at, or can I tour the common areas?**

Generally we do not have model apartments for viewing. However, if there is an available vacant apartment in the building at the time of your visit you may be provided access only by appointment through the Property Manager.

Alternately you may contact a graduating resident (preferably in the same department) and arrange for viewing of their apartment. Scheduling through the Property Manager is also required in order to tour the common areas of a building.

Please be reminded that the apartment layout and finishes you see will not necessarily be the same as in the unit to which you will be assigned.

- **Do you have a current range of rents for the apartments?**

The current rent ranges are available on the “Rental Rates and Housing Policy” page in the Housing section of the GME website above.

- **What are the apartment sizes?**

Depending on the building, there can be studios, studio alcoves, one-bedroom and two-bedroom apartments. Representative floor plans with apartment dimensions are available via the specific apartment size links in the “Floor Plans and Photos” section of the housing page on GME’s website. Photos of representative apartment sizes are also available there.

- **Can I share an apartment with another resident in my program?**

Yes, for both voluntary and involuntary shares, i.e. those made due to a lack of available studios, each resident will sign a discrete occupancy agreement, pay the posted rent on the apartment each month and pay a \$500 security deposit.

- **I have a pet and will be submitting with my application the requested information about him/her. Is this usually a problem with obtaining hospital housing? Are all locations pet-friendly?**

Pets are allowed at 310 E. 24th Street and 515 W. 59th Street.

While pets are NOT allowed at 10 Amsterdam Avenue, an emotional support animal may be seen in the building, following rigorous screening of the tenant’s request for such accommodation of their disability, as provided by the City, State and Federal laws for Human Rights and Fair Housing protections.

Aggressive dog breeds, including but not limited to Pit Bull, Doberman Pinscher, Rottweiler and German Shepherd are not allowed in any of our buildings. Mixed-breed dogs which include one of these aggressive breeds are not allowed. Once your pet is approved, there is a pet rider to be signed along with the other lease documents.

For the safety of our building staff who perform needed repairs in the apartments it is important that Real Estate Services know when there are pets in the apartments.

- **Can I apply for a one bedroom? I am unclear from the hospital’s website if all buildings have the requirement that tenants must have a spouse and/ or children in order to be considered for an apartment larger than a studio.**

You can apply for any size apartment, but there is no guarantee that you would be offered your first choice. Apartment assignments are based on both family size (with the applicable supporting documentation) and the prioritization set through a lottery number assigned to each application. Apartment assignments are done starting with the lowest number within each occupancy group. Residents with children have priority for the larger apartments, if there are not enough one or two bedroom apartments available.

If you do not qualify for a larger unit and one is not available immediately, you may submit a Transfer Application in order to be added to the Wait List for when a larger unit does become available after the families are accommodated.

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- **The housing application requires a marriage certificate to qualify for a larger size unit. What if the wedding will not occur before the application deadline and/ or I am not living with my partner / fiancé but will be when I move into housing?**

You may provide a copy of the wedding invitation or a marriage license plus the counter-signed banquet hall contract with a receipt for the paid deposit if you will be getting married within 6 months of the application submission.

If you will be living together for the first time when you move into housing, your assignment priority for a larger apartment will be above a single person and lower than the couple with an upcoming wedding or with a pre-existing municipal domestic partnership certificate.

- **Will you accept marriage/ birth certificates in another language?**
We require a notarized English translation of the documents to be submitted with the application.
- **I do not have a social security number and will not have one before the application deadline. Can I still submit my application?**

Yes. Please explain your situation in the comments section of the application and follow the instructions about a social security number on the “Leasing Requirements” page of the website. A social security number is required because your security deposit is placed in an interest bearing bank account and the interest earned is subject to taxation by the Federal Government.

- **I’m not completely happy with the apartment offered but am accepting the offer as instructed. Is there any possibility of transferring to my desired apartment size / building / floor?**

Six months after moving into your assigned apartment, it is possible to transfer to another building and or apartment size in the same building if you meet the family size eligibility criteria for the size apartment into which you want to transfer and when there is an available apartment. A transfer to another building will be based on meeting the terms of the pet policy.

- **What is the average time spent on the Waitlist for a different size apartment? For a different building?**

The wait timeframe is dependent on the size apartment being requested. Studio Alcoves at 10 Amsterdam Avenue have the longest wait time and may not become available before your program ends. One-bedroom apartments and sometimes studios in both buildings could take 3 to 6 months to become available. Two-bedrooms may be more immediately available.

- **What are the transfer procedures if I am expecting a child while living in the assigned studio with my partner?**

You may return to the Housing Application and complete a transfer application, uploading a note from your Obstetrician stating the expected date of delivery. Your name will be added to the Wait List based on the application receipt date. You will be contacted when a larger apartment becomes available and you are the next eligible candidate on the Wait List.

II. Occupancy Agreement Paperwork

- **In the Security Deposit section it also mentions that I need to fill out a W-9 form and include my social security number but I won't have that number at the time I am filling out the documents. I will probably have that number around mid-June, after I arrive in the U.S. Can I leave the space blank and give you the number as soon as I have it?**

The W-9 form is required of all of our applicants who accept their housing offer, regardless of immigration status. You should sign the W-9 form and leave the social security number field blank for now. Once the number is issued, please provide the social security number to the leasing property manager of your building to add to your signed W-9. We must have your social security number as soon as possible to provide to the bank for their use in reporting to the Federal Government any interest income that you earn on the security deposit.

- **The housing agreement is to be e-mailed back at a time when I will be unavailable and not able to receive and process the agreement. How do I resolve this?**

We need to know in advance if there will be a delay in the return of the signed lease papers so that your lack of response is not interpreted as if you are declining the apartment offer. An e-mail message to

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resident.housing@mountsinai.org or a note in the comment section of your housing application stating same would be considered sufficient advance notice.

The housing agreements will be e-mailed to you from an application called DocuSign. The paperwork should be reviewed, signed electronically and returned as soon as possible. Only your signature is accepted on the leasing agreement papers. Your parents, spouse, or other relatives cannot sign the documents on your behalf.

III. Financial Matters

- **I have an international credit/debit card, can I use it to pay for my initial rent?**

The initial rent payment will be billed shortly after you move into the apartment. At that time you will be provided with the website of our on-line payment portal and the forms of payment accepted for the initial or prorated rent, security deposit and applicable electricity charges.

- **I am unclear as to how much money I should budget for rent prior to when I will get my first paycheck.**

Your initial expense would be \$500.00 for security deposit which will be due within the first 5 days of your move-in date. Prorated rent, if applicable, will be billed shortly after you move into the apartment.

Prorated rent is calculated for the number of days in the apartment if you move-in after the first of the month. For example, if you pick-up the keys and move into the apartment on June 19th, you will have to pay June prorated rent for 12 days (calculated 30-19+1) and possibly part of July rent depending on when you will receive your first paycheck.

Payroll rent deductions will likely begin with either your second check in July or your first August paycheck. It is possible you will have to pay on-line via ACH withdrawal or credit card, half month's or full month's rent in July.

- **I am a foreign medical graduate. I understand you request payment of the first month's rent and security deposit on-line but the payment portal is not accepting my card. How do I resolve this?**

Sometimes residents have relatives in the U.S. who can make the initial payments in order to expedite matters.

- **For the security deposit we can use traveler's check, right? I called the bank and they informed me that they can issue Traveler's checks, but they need to know the name and some form of identification of the person that will be cashing the money in the U.S.**

No, traveler's checks cannot be submitted. The security deposit payment is made on-line via an automatic bank account withdrawal at no fee or a credit/ debit card transaction at a fee.

IV. Move-in procedures

- **Where do I live for the last week of June, when my program expects me to attend Orientation, until the 4th of July, when the apartment would potentially be ready? A hotel?**

Housing for the period between the start of orientation and when you actually move into your assigned apartment is the expense and responsibility of the house staff. We do not have furnished apartments in any of the buildings to offer.

For your convenience you may view the "Off Campus Furnished Housing, Moving and Storage Resources" page on the housing page of the GME website. There are some who stay in a hotel. Others stay in a YMCA or other hostel with their belongings in storage.

There are other incoming house staff, residents and fellows who are able to make arrangements with a current/continuing house staff, resident or fellow in the same department to host them during the interim period.

- **What is the earliest date that I can move into my apartment?**

The date you move in depends mostly on when the graduating house staff vacates the apartment to which you are assigned. You will be provided with the graduate's program end date which is the latest date that the

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graduate would vacate the apartment. We would then need a minimum of 5 business days to prepare it for you.

If the graduate leaves the apartment in good condition, building staff will need less time to work in the apartment and you can move-in sooner. You will be e-mailed once the apartment to which you have been assigned has been vacated.

- **My partner and I will be moving from Utah to New York to start residency. I will need to be in NY for the ACLS/BLS class starting on June 20th. We would like to move in the first of June to give us time to unpack and settle in. At the very least we would need to be able to move in prior to my starting the ACLS class on June 20th. Will this be possible?**

An early move into hospital housing is sometimes possible if your lottery number results in assignment to an apartment that is vacant or the graduate decides to move out earlier than his/her program end date, but this cannot be guaranteed. The available move-in date depends on the move-out date of the graduating house staff. Many programs do not end until June 30th and therefore the apartment will not be available until approximately 5 business days thereafter.

- **The GME website talks to the possibility of a move-in date AFTER my program start date. Is this common?**
Your move-in date will depend on when the current occupant/ graduating house staff vacates the apartment to which you are assigned. Most often, the current residents' program ends June 30th and 5 business days are required to prepare the apartment for re-occupancy. Therefore, while early occupancy is sometimes a possibility and we offer early move out rent waiver incentives in June, a move-in date AFTER July 4th is more often unavoidable.
- **My current lease doesn't expire until late July. Can I move into the offered apartment at that time and avoid paying 2 rents?**

When completing the on-line housing application, please let us know if you require a late July move-in so that you will be assigned to an apartment that will be vacated in July.

ALL OF THE ABOVE TERMS ARE SUBJECT TO CHANGE WITH ADVANCE NOTICE GIVEN TO YOU BY REAL ESTATE OR GME, AS APPLICABLE.