

**MOUNT SINAI BETH ISRAEL, MOUNT SINAI MORNINGSIDE,  
MOUNT SINAI WEST,  
NEW YORK EYE AND EAR INFIRMARY OF MOUNT SINAI  
REAL ESTATE SERVICES**

**HOUSING TIMELINE AND ASSIGNMENT GUIDELINES  
IMPORTANT DATES TO NOTE:**

<b>DATE</b>	<b>SUBJECT</b>
~March 21 <sup>st</sup>	Estimated opening day for the online Housing Application; New Incoming House Staff, Residents and Fellows joining the health system from the Main Match can submit a housing application. The exact date will be provided in a communication from the Graduate Medical Education (GME) Office, after Main Match decisions are made available and candidates are added to the housing database. Please ensure the email address provided on the Housing Application is current and accessible, as Real Estate Services will email all correspondence, including the Housing Assignment Offer and leasing documents to the provided email address throughout the Housing process.
April 5 <sup>th</sup>	<p>Housing Application deadline. The online first priority application process will be closed and lottery numbers will be assigned.</p> <p>Housing applications can still be submitted after the deadline, but those received prior to the deadline will be given priority. Applications received after the deadline will be assigned on a first-come, first-served basis, as space allows, <u>after</u> the applicants who met the deadline receive their assignments.</p>
April 19 <sup>th</sup>	<p>Housing Assignment emails start to be sent to applicants, no later than April 19th. All housing assignments will be completed and emailed to incoming House Staff, Residents and Fellows who submitted an application by the stated deadline.</p> <p>The Housing Assignment decision deadline is <u>2 business days after receipt of an offer</u>.</p> <p>Response to the housing assignment offer is due from the applicants via the online <b>Assignment Acknowledgement</b> page of the <b>Housing Application</b>. <b>Applicants who do not reply online within the required timeframe will have their housing assignment automatically rescinded and re-issued to another incoming resident.</b></p> <p>Applicants who decline their offer or do not provide an online response should make alternate housing arrangements. <b>There is not a second offer of an apartment.</b></p> <p>Issuance of Occupancy Agreements and related documents <b>begins</b> shortly after the acceptance of the Housing Assignment Offer via the online <b>Assignment Acknowledgement</b> page of the <b>Housing Application</b>. Those who accepted an assignment will receive an email from DocuSign with the leasing documents for review, digital signature and submission. Please contact <a href="mailto:Resident.Housing@mountsinai.org">Resident.Housing@mountsinai.org</a> if the Occupancy Agreement packet is not received within two days after assignment acceptance.</p>

April 30 <sup>th</sup>	<p>The completed Occupancy Agreement and other leasing documents are to be submitted online no later than this date. Late submission of the Occupancy Agreement and related documents may result in the loss of the housing offer. Applicant should then make alternate housing arrangements.</p> <p>Security deposit payment online of \$500.00 is due 5 days after move-in. The payment link and related instructions will be provided with your move-in notification e-mail.</p>
January 1 <sup>st</sup>	<p>NYC's law mandates that every January, the Safety Notice for Lead Paint and Window Guard be mailed to every tenant. Each tenant is required to complete and return this form either online, by phone or via USPS mail. The form will be sent via a contracted 3<sup>rd</sup> party vendor of Mount Sinai. <b>All online or U.S. Postal Service responses must be submitted by February 15<sup>th</sup>.</b></p>
February to March	<p>In preparation for apartment turnover, pre-move out apartment inspections are scheduled for vacating and/or graduating residents, moving out on or before June 30<sup>th</sup>. The pre-move out inspection will identify any issues that might impact the amount of security deposit that is refunded to the tenant. Once the move out of hospital housing is completed, the final apartment inspection in which tenants may participate, will determine if any additional charges are to be deducted from the security deposit.</p>
March to April	<p>Graduating residents in hospital housing will receive an email notice from the Office of Graduate Medical Education, inviting them to review the New Innovations checklist including the Vacate Housing Notice and Procedures for hospital housing.</p> <p>Graduating residents will also receive from Real Estate Services, a 90-day notice of termination. This is advance notice of our intention not to renew your Occupancy Agreement.</p> <p>Nearing graduation date, graduating residents should start planning their move out of hospital housing on or before their program end date. Move-out incentives will be shared to encourage and facilitate early move outs in order to prepare apartments for the next incoming House Staff, Resident or Fellow.</p> <p>Please contact Real Estate Services at least 30 days in advance, with any questions about move-out procedures and obtaining the link to our online Move Out Notice and Forwarding Address form. Until the apartment and building keys are returned, rent and electricity charges will accrue and will be charged.</p>

## Assignment Criteria

Studio, One-bedroom and Two-bedroom apartments are offered based on a Lottery System, in which applications are divided into categories: Incoming Families, Incoming Couples and Incoming Singles. Each application will receive a randomly assigned number; housing offers will begin with the application assigned the lowest number starting with the occupancy group of highest priority and proceed up the list. In an effort to accommodate housing preferences, housing assignments will also be based on the housing choices, assignment priorities indicated on the application, and actual apartment availability.

Only you and your immediate family are eligible for housing. Only eligible family members and significant others who will be residing in the apartment full-time, are to be listed on the Housing Application with their contact details and would be issued keys if over the age of 18. Eligible family members include only your Spouse, Domestic Partner, Significant Other and children. Occupancy guidelines are included in the Hospital Center's Policy and Procedure manual and explained below. This information is also included with the Housing Application for ease of access.

The following guidelines (in order of priority) are also used in assigning housing to eligible applicants:

### Studio/Studio Alcove

- Employee with Spouse/Municipal Domestic Partnership Affidavit, with no children
- Single employee, with one child
- Single employee

#### One Bedroom

- Employee with Spouse/Municipal Domestic Partnership Affidavit and one child
- Employee with Spouse/Municipal Domestic Partnership Affidavit, both of whom are House Staff within Mount Sinai West, Mount Sinai Morningside, Mount Sinai Beth Israel, Mount Sinai Hospital or New York Eye and ear Infirmary of Mount Sinai
- Employee with Spouse or Municipal Domestic Partnership Affidavit
- Single employee, with one child (if available)

#### Two Bedroom

- Employee with Spouse/Municipal Domestic Partnership Affidavit with two children
- Employee with Spouse/Municipal Domestic Partnership Affidavit, both of whom are House Staff within Mount Sinai West, Mount Sinai Morningside, Mount Sinai Beth Israel, Mount Sinai Hospital or NYEEI of Mount Sinai with one child
- Employee with Spouse/Municipal Domestic Partnership Affidavit, with one child
- Single employee, with two children (if available)