



HOUSING TRANSFER APPLICATION

FOR JANE B. ARON RESIDENCE HALL

Please return this form to:
Mount Sinai Real Estate Division
1249 Park Avenue, 1st Floor
New York, NY 10029
(212) 410-0307
(212) 831-3093 (Fax)

PLEASE PRINT

My Name _____

Date: _____

Current Suite and Room Number: _____

Current Suite Size: _____

Telephone Number (where we can leave a message): _____

E-mail address: _____

Enrollment or Employment category (include) CLASS YEAR): _____

Preferred Suite to which you want to transfer: _____

Please read the following and sign below: I understand that my transfer may be approved under the following conditions: (A) At least 72 hours (3 business days) must be available to prepare a vacated room for a new occupant. (B) My requested room has not been assigned to someone else. (C) My new room is available for me to move into on the scheduled date. (D) I will be available to complete my move and return the keys to my old room by 1:00 PM on the date of my transfer and/or a date designated.

There is no charge for my first transfer. A \$250 fee is charged for subsequent transfers to defray some of the associated costs. This fee will be waived if TWO YEARS or more have passed since my previous transfer. This fee will not be waived if my new room is not painted or cleaned. Time permitting, every effort will of course be made to paint and clean the new room before I move in, but this may not be possible and may be rescheduled after my occupancy begins.

If this transfer is approved, I must sign a new occupancy agreement at a time you designate and you will also specify an exact date on or before which I must complete my move. Every effort will be made to schedule my moving date for a time that is both convenient for me and consistent with the need to prepare housing for incoming and transferring students and staff. **However, if my transfer does not take place on schedule, even if the delay is caused by failure of someone else to vacate on time, my transfer may have to be cancelled due to the continuing need to quickly prepare rooms for new occupants.**

SIGNATURE

DATE