

WHAT TO EXPECT WHEN YOU ARRIVE

Move-in Date

Orientation for incoming House Staff begins around the third week in June; however, contracts for departing House Staff do not end until June 30th. Occupancy Agreements begin on or about July 1st (as soon as an apartment is vacated, cleaned, repaired and painted, as needed) and all Mount Sinai Beth Israel house staff Occupancy Agreements end June 30th. At the time assignments are being made, the majority of graduates have not yet submitted their move-out notices hence exact move-in dates are not available at the time Occupancy Agreements are signed. Graduates are expected to move out by their program end date. Your move in date will depend on when the current occupant/graduating resident vacates the apartment to which you are assigned. Incentives are offered to House Staff who agree to leave hospital housing earlier than June 21st. However, herein lies a problem over which we have no control -- many apartments for incoming house staff will not be ready for occupancy until July 4th or later. 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.

If you are assigned to an occupied apartment you will be provided the occupant's program end date in the housing assignment e-mail that will be sent to you. You may contact the Property Manager for all MSBI housing and for 10 Amsterdam Avenue, an MSW building via email to Fredalyn.Vargas@mounsinai.org two weeks prior to the provided program end date in order to schedule your specific move-in date. You may also contact the Property Manager for 515 W. 59th Street, an MSW building via email to Resident.Housing@mounsinai.org . two weeks prior to the provided program end date in order to schedule your specific move-in date.

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. Unfortunately, we do not have interim furnished apartments nor storage facilities to offer. You may refer to this [Off Campus Furnished Housing, Moving and Storage Resource List](#) for possible options.

Hiring Professional Movers

If you are hiring a professional moving company to move your items into MSBI owned housing, please submit to the property manager, Fredalyn Vargas at Fredalyn.Vargas@mounsinai.org or fax# 646-605-3083 prior to your move-in day, the company's Certificate of Liability Insurance. It should list the hospital as the "certificate holder," as well as Rose Associates and the hospital by its alternate names as additional insured. The certificate of insurance should also state in the "Description of Operations" section of the form, your building, apartment number and scheduled date of service as illustrated on this [Sample Certificate of Insurance](#). The policy should provide general liability insurance and workers compensation protection. If moving into a Stuyvesant Town or Peter Cooper Village apartment be guided by this [Stuyvesant Town Sample Certificate of Insurance](#). If moving into a Waterside Plaza apartment, be guided by this [Waterside Plaza Sample Certificate of Insurance](#).

Scheduling elevator use for moving day

For those assigned to Stuyvesant Town, Waterside Plaza and 515 W. 59th Street, use of the elevator is made on a first come, first served basis, scheduled in advance. You will be allotted a certain amount of time to use one elevator for your move. All moves must be completed within your scheduled time frame. Use of multiple elevators for a move is not permitted. Please be considerate of your neighbors during your move.

You will be held responsible for any damage to the building, common areas of the property or to any individual on the property due to your move, whether a self-move or with hired third-party movers.

Deliveries of Furnishings

Please arrange to have your furniture and other items delivered to your apartment after you have received keys for your apartment. The building staff is not able to accept any deliveries from United Parcel Service, Federal Express, furniture companies, etc. if you have not yet picked up your keys and moved in. Such deliveries will be refused and items returned to the sender. Moreover, someone must be home to accept delivery of large items as well as to provide access to providers of cable, telephone, and other such services. Storage space is not available in the MSBI and MSW owned

residential building. A list of local storage facilities is available for your reference on this [Off Campus Furnished Housing, Moving and Storage Resource List](#).