

## **Frequently Asked Questions About Housing**

<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 at the Rental Rates and Housing Policy link in the Housing section of the GME website.
- **What are the apartment sizes?**  
Floor plans with apartment dimensions are available via the building address links in the Housing section of the GME website.
- **Can I share an apartment with another resident in my program?**  
Yes, for voluntary and involuntary shares, i.e. those made due to a lack of available studios, each resident will sign a discrete occupancy agreement as well as pay half of the posted rent on the apartment each month and half of the 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? If so, which locations are pet-friendly?**  
Pets are allowed at 515 W. 59<sup>th</sup> Street. Pets are not allowed at 10 Amsterdam Avenue. 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 that 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 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. Residents with children have priority if there are not enough one 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.
- **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 banquet hall contract with a receipt for the paid deposit if you will be getting married. 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 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. 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 and One-bedroom apartments have the longest wait list. Studio alcoves may never become available while 1-bedrooms could take as long as 1-2 years. Studios and 2-bedrooms would be available in six months.
- **What are the transfer procedures if I become pregnant while living in the assigned studio with my partner?**  
You may return to the Housing Application and complete a transfer application while providing documentation of the expected change in your family size including a note from your Obstetrician. Your name will be added to the Wait List with the application date and 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?**

You should sign and date the W-9 form and leave the social security number field blank for now and provide the social security number once it is issued. 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 W-9 form is required of all of our applicants regardless of immigration status.

- **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?**

The housing agreements will be issued to you via an e-mail from DocuSign and 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. 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 this effect or a note in the comment section of your application would be considered advance notice.

## III. Financial Matters

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

No. The initial rent payment must be submitted via Cashier's check, Certified check, Traveler's check or U.S. money orders.

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

Your expenses would be as follows: security deposit (equal to \$500.00) + first full month's rent + prorated rent if you move in after the beginning of a month. For example, if you pick-up the keys and move into the apartment in June, you will have to pay June pro-rated rent, July rent and security deposit. Payroll rent deductions will begin with your August paychecks to pay for August rent and onward.

- **I am a foreign medical graduate. I understand you request U.S. money orders for the payment of the first month's rent and security deposit? I have been calling Money Gram, Citibank, etc. but they told me that it is not possible to issue U.S. money orders outside the U.S. territory. If that's right, how have you handled this issue in the past with non U.S. citizens?**

Sometimes residents have family in the U.S. and have them make the payments in order to expedite matters. The concern we have with accepting foreign money orders is that there is usually an additional bank fee and if we are charged an additional fee, it would have to be passed on to you. Also, sometimes the bank in the U.S. does not accept foreign payment and will return the money order to us. We, in turn, will return this to you and request resubmission of payment drawn from a U.S. based bank prior to your move-in date. It may be difficult for you to recoup your money since you will probably not be aware of this until you are already in the U.S.A.

- **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.**

You can pay by Cashier's Check, Certified Check or Traveler's checks drawn against a bank with a branch office in the U.S.A. and made payable to "Augustus and James Corporation." The check will be cashed by the hospital.

## IV. Move-in procedures

- **Where do I live for the last week of June, when my program expects me to attend Orientation, until potentially the 4<sup>th</sup> 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 interim furnished apartments to offer. For your convenience you may view the Off Campus Furnished Housing, Moving and Storage Resources page on 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 incoming house staff who are able to contact a current/continuing house staff in the same department to make arrangements 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 resident vacates the apartment to which you are assigned. You will be provided with the graduate's program end date which is the latest date by which the graduate would vacate the apartment then we would prepare it for you in a minimum of 3 business days. 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 contacted via e-mail 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 20<sup>th</sup>. 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 20<sup>th</sup>. Will this be possible?**

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 resident. Many programs do not end until June 30<sup>th</sup> and therefore the apartment will not be available until 3 business days thereafter.

- **The GME website talks to the possibility of a moving date AFTER my program start date. Is this common?**  
Your move in date will depend on when the current occupant/graduating resident vacates the apartment to which you are assigned. Most often, the current residents' program ends June 30<sup>th</sup> and three business days are required to prepare the apartment for re-occupancy. Therefore, while early occupancy is sometimes a possibility, a move-in date AFTER July 4<sup>th</sup> 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.