

MOUNT SINAI HOSPITAL

Housing Policy and Procedure

POLICY TYPE: Housing for Eligible Employees

PURPOSE: To provide housing to those eligible employees/affiliates as space permits.

POLICY:

Housing offers are made to new, incoming residents, clinical fellows and post-doctoral fellows. If you choose not to apply for housing at the start of your program, you will not be eligible for future Mount Sinai housing. Housing applicants that decline a housing offer will not be eligible for future Mount Sinai housing.

Below are the categories:

1. House Staff (interns, residents and clinical fellows*) in ACGME accredited programs
2. House Staff (interns, residents and clinical fellows*) in unaccredited programs
3. Post-Doctoral fellows.

The responsibility for all real estate housing matters or rent offers rests with the Real Estate Office. The Real Estate Office is responsible for implementing this policy.

PROCEDURE:

Those accepting housing in accordance with the procedures listed herein will be required to sign a Housing Application, acknowledge this Housing Policy and sign an Occupancy Agreement. Pursuant to the terms of the Housing Application and the Occupancy Agreement any violation of said Housing Application or Occupancy Agreement may result in the termination of the agreement.

All rent determinations will be made by Real Estate Services. Rent for housing can be deducted automatically through payroll deduction.

A. Housing Assignments:

1. Incoming House Staff (interns, residents, fellows) in ACGME, accredited and unaccredited programs as well as house staff in merged programs: The Office of Real Estate will make housing assignment offers to incoming residents and fellows in April of each year.

*Clinical fellows housing is based on new, incoming Clinical Fellows in the following programs are eligible to apply for housing through Mount Sinai:

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| Adult Cardiothoracic Anesthesiology | Nephrology |
| Anesthesiology Critical Care | Neurocritical Care |
| Anesthesiology-Liver | Neuroradiology |
| Bone Marrow Transplant | Orthopedic Spine Surgery |
| Cardiac Electrophysiology | Pediatric Cardiology |
| Cardiology Advanced Heart Failure and Transplant | Pediatric Gastroenterology |
| Cardiology (Investigator Track) | Pediatric Nephrology |
| Cardiology (Clinical Track) | Pediatric Pulmonology |
| Colon and Rectal Surgery | Pulmonary and Critical Care Medicine |
| | Surgical Oncology |

Critical Care Medicine
Endovascular Surgical Neuroradiology
Gastroenterology
Gynecologic Oncology
Hematology Oncology
Interventional Cardiology
Laparoscopic Surgery
Maternal-Fetal Medicine
Neonatal-Perinatal Medicine
Liver Disease
Maternal-Fetal Medicine
Minimally Invasive Surgery
Neonatal-Perinatal Medicine

Thoracic Surgery
Transplant Hepatology
Transplant Nephrology
Transplant Surgery
Vascular Neurology
Vascular Surgery
Vascular/Interventional Radiology

B. Assignment Guidelines:

Lottery System is only for the incoming Residents.

Housing Assignment for incoming House Staff will be based on a lottery system. Applications will be divided into eligible occupancy categories: including household size of 3 or more; household size of two or more; household size of one. Each application will receive a randomly assigned number. Housing offers will begin with application #1 and proceed down the list. Housing offer will be based on the randomly assigned lottery number, building choices indicated on the Housing Application and inventory availability. A separate lottery will be held for each category in the order above. Housing offers will be made via e-mail. One housing offer will be made based on your assigned lottery number, building choice and inventory availability. You must accept or decline your housing offer within 2 business days. If you do not respond within 2 business days your offer will be treated as declined.

Assignment guidelines are further detailed below in apartment size priority order:

Studio

- 1) Employee with spouse/domestic partner with no children or single employee with one child.
- 2) Single employee. (if available)

One Bedroom

- 1) Employee with spouse/domestic partner and one child or two house staff who are married/domestic partners.
- 2) Employee with spouse/domestic partner or single employee with one child. (if available)

Two Bedroom

- 1) Employee with spouse/domestic partner and two children
- 2) Employee with spouse/domestic partner with one child or single employee with two children. (if available)
- 3) Two house staff who share involuntarily.

The number of occupants in each apartment shall be subject to the Administrative Code of New York City, Section D 26-33.03

Assignments

C. Occupancy Guidelines:

Only you and your immediate family who live in the apartment full time are eligible for housing. Eligible family members include your spouse and children. Parents, brothers, sisters, live-in help, etc., will not qualify you for assignment to a larger apartment. For qualified applicants who are eligible for a 1 or 2 bedroom apartment we must receive the marriage certificate and birth certificates or final adoption papers of any dependent children listed.

Eligibility of a domestic partner shall be determined on receipt of a municipal domestic partnership agreement plus two of the following documents:

- i. Joint bank or credit account active for at least six months
- ii. Proof of joint ownership of an automobile or home
- iii. Legally-binding assignment of insurance benefits or health care power of attorney to each other
- iv. Proof of prior cohabitation
- v. Mutual grant of durable power of attorney
- vi. An executed contract at a catering hall or church for a wedding that is to take place within six months of the housing application date, or a letter from the clergyman who will perform the ceremony

D. Length of Occupancy:

House Staff in ACGME accredited programs as well as house staff in merged programs completing residency programs and/or fellowships must vacate housing by June 30th. Post-Doctoral Fellows term of housing is for three years from their start date at Mount Sinai. Terminating of employment prior to completion of their residency/fellowship, or prior to June 30th of the year of completion, or any other category of eligible employee or Hospital affiliated tenant terminating their employment must vacate Hospital housing within 30 days of their termination or the last day of the month in which they were terminated, whichever comes first.

E. Wait List:

Eligible staff who applies for a transfer to another size apartment when no vacancies exist shall have their names entered on a wait list by apartment size, in order of date of receipt of application. As housing becomes available, applicants will be contacted with regard to vacancies. If an apartment is offered to an applicant, the applicant shall have the opportunity to refuse an apartment one (1) time for any reason. Should an applicant refuse to accept an offer of a second apartment for any reason, e.g. size, location, rent, etc, the employee's name shall be removed from the waiting list.

F. Occupants who would like to transfer to the same size apartment may complete a Transfer Application immediately and will be placed on the wait list.

There is a \$500 transfer fee for all types of transfer and it is payable at the time the new occupancy agreement is signed. Transfers are made from the wait list as apartments become available, except during peak season, from March Match to July 31st when there is House Staff Turnover. During peak season when there is House Staff turnover, incoming (newly hired) House Staff have priority for all available apartments.

G. Exceptions:

Any request for an exception to this policy or any of the procedures is to be made by the employee's Chairman of Service or Administrative Vice President and addressed to the Vice President of Real Estate.

Originating Department: Real Estate
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