

**Mount Sinai St. Luke's  
Mount Sinai West  
Real Estate Services**

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

DATE	SUBJECT
~March 25th	This is the estimated opening day for on-line Housing Application submission from new House Staff, Residents and Fellows. The exact date for the on-line Housing Application to be accessible to the incoming House Staff, Residents and Fellows will be provided in communication from the Office of GME after Match decisions are made available. Please make sure the email address you provide on your application is monitored as we will be e-mailing to you all correspondence, including the housing offer and lease papers.
April 8th	<p>Housing Application deadline. The on-line application process will be closed and Lottery numbers will be assigned.</p> <p>You can still submit an application after the deadline but those received prior to April 8th 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 22nd	<p>Housing assignment e-mail begins to go out to applicants no later than April 22nd. All housing assignments will be completed and e-mailed to incoming residents who submitted an application by the stated deadline.</p> <p>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 on-line Assignment Acknowledgement page of the Housing Application. Applicants who do not reply on-line within the required timeframe will have their housing assignment re-issued to another incoming resident.</p> <p>Applicants who decline their offer or do not provide an on-line response should make alternate housing arrangements. There is no second offer of an apartment.</p> <p>Issuance of Occupancy Agreements and related documents <b>begins</b> immediately after you accept the housing assignment offer via the on-line Assignment Acknowledgement page of the Housing Application. You will receive an email from DocuSign with the leasing documents for review, digital signing and return on-line. If the leasing documents are not received, please contact the Property Manager for 515 W. 59<sup>th</sup> Street at <a href="mailto:Resident.Housing@mountsinai.org">Resident.Housing@mountsinai.org</a> or the Property Manager for 10 Amsterdam Avenue at <a href="mailto:Fredalyn.Vargas@mountsinai.org">Fredalyn.Vargas@mountsinai.org</a>.</p>
April 29th	Completed Occupancy Agreement and other leasing documents are to be submitted on-line by this date. Agreements and related documents that are received late may result in loss of the housing offer. Applicant should then make alternate housing arrangements.
May 6th	Security deposit payment of \$500.00 is due to the Real Estate Services office by this date.
January 1st	In early January, NYC's Law-mandated Annual Safety Notice for Lead Paint and Window Guard will be mailed to you from our contracted vendor, SiteCompli. If there are no children living in your apartment, you can respond via telephone or on-line following the instructions on the card received from SiteCompli. If there is a child under age 11 living in your apartment the card must be completed and signed manually then mailed to SiteCompli. <b>All telephone, on-line and U.S. Postal Service responses must be submitted by February 15<sup>th</sup>.</b>

**Mount Sinai St. Luke's  
Mount Sinai West  
Real Estate Services**

February to March	In preparation for turnover of apartments, pre-move out inspections are scheduled for residents graduating and moving out on or before June 30th. Pre-move out inspections are required for each apartment. The pre-move out inspection will identify any issues that might impact the amount of your security deposit refund. Once you move out of hospital housing, the final inspection in which you may also participate, will determine whether there are additional charges to be deducted from your security deposit.
March to April	When you are preparing to graduate, an e-mail notice will be sent by GME to those living in hospital housing, inviting you to review the checklist in New Innovations with our Vacate Housing Notice and Procedures. As you near your graduation date you should start to plan your move out of hospital housing on or before your program end date. The earlier you move, the quicker we can have the unit ready for the next incoming House Staff, Resident or Fellow. Please contact your property manager at least 30-days in advance with questions about move-out procedures including the link to our on-line Move out Notice and Forwarding Address form. Please note that until you return your apartment and building keys you will not be considered moved out and will continue to accrue rent and electricity charges.

**Assignment Criteria**

Studio, one-bedroom and two-bedroom apartments are offered based on a Lottery System in which the applications are divided into categories: Incoming Families, Incoming Couples and Incoming Singles. Each application will receive a randomly assigned number and housing offers will begin with application #1 and proceed down the list. In an effort to accommodate housing preferences, housing assignments will also be based on the housing choice(s) 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 should be listed on the Housing Application. Eligible family members include only your spouse or domestic partner 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/domestic partner with no children
- Single employee with one child
- Single employee

**One Bedroom**

- Employee with spouse / domestic partner and one child
- Employee with spouse / domestic partner both of whom are House Staff within Mount Sinai West, Mount Sinai St. Luke's, Mount Sinai Beth Israel, Mount Sinai Hospital
- Employee with spouse or domestic partner
- Single employee with one child (if available)

**Two Bedroom**

- Employee with spouse / domestic partner with two children
- Employee with spouse / domestic partner, both of whom are House Staff within Mount Sinai West, Mount Sinai St. Luke's, Mount Sinai Beth Israel or Mount Sinai Hospital with one child
- Employee with spouse/ domestic partner with one child
- Single employee with two children (if available)