### HOUSING TIMELINE AND ASSIGNMENT GUIDELINES

#### IMPORTANT DATES TO NOTE:

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<th>DATE</th>
<th>SUBJECT</th>
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<tr>
<td>~March 24th</td>
<td>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 and added to the housing database. 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.</td>
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<td>April 7th</td>
<td>Housing Application deadline. The on-line application process will be closed and Lottery numbers will be assigned. You can still submit an application after the deadline but those received prior to the deadline will be given priority. Applications received after the deadline will be assigned on a first come, first served basis, as space allows, after the applicants who met the deadline receive their assignments.</td>
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<td>April 21st</td>
<td>Housing assignment e-mail begins to go out to applicants no later than April 21st. All housing assignments will be completed and e-mailed to incoming residents who submitted an application by the stated deadline. Housing assignment decision deadline is 2 business days after receipt of an offer. 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. 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.</td>
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<td>May 3rd</td>
<td>Issuance of Occupancy Agreements and related documents begins shortly 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. 59th Street at <a href="mailto:Resident.Housing@mountsinai.org">Resident.Housing@mountsinai.org</a> or the Property Manager for 10 Amsterdam Avenue and 310 E. 24th Street at <a href="mailto:Fredalyn.Vargas@mountsinai.org">Fredalyn.Vargas@mountsinai.org</a>.</td>
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<td>January 1st</td>
<td>Completed Occupancy Agreement and other leasing documents are to be submitted on-line no later than 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. Security deposit payment on-line of $500.00 is due to the Real Estate Service office 5 days after move-in.</td>
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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 post card received from SiteCompli. If there is a child under age 11 living in your apartment the post...
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 the application assigned the lowest number and proceed up the list. In an effort to accommodate housing preferences, housing assignments will also be based on the housing choices 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 Morningside, Mount Sinai Beth Israel, Mount Sinai Hospital, New York Eye and Ear Infirmary of Mount Sinai
- 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 Morningside, Mount Sinai Beth Israel, Mount Sinai Hospital or New York Eye and Ear Infirmary of Mount Sinai with one child
Mount Sinai Beth Israel
New York Eye and Ear Infirmary of Mount Sinai
Real Estate Services

- Employee with spouse/domestic partner with one child
- Single employee with two children (if available)