

WHAT TO EXPECT WHEN YOU ARRIVE

Move-in Date

Orientation for incoming House Staff, Residents and Fellows begins around the third week in June; however, contracts for almost all departing House Staff, Residents and Fellows 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 almost all Mount Sinai Beth Israel and New York Eye and Ear Infirmary of Mount Sinai House Staff, Residents and Fellows' 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 being signed. Graduates are expected to move out no later than 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, Residents and Fellows who agree to leave hospital housing earlier than June 27th. 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 MSBI housing at 310 E. 24th Street and MSW housing at 10 Amsterdam Avenue via email to Fredalyn.Vargas@mountsinai.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 MSW housing at 515 W. 59th Street via email to Resident.Housing@mountsinai.org two weeks prior to the provided program end date in order to schedule your specific move-in date if you do not hear from her prior to that timeframe.

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 individual House Staff, Residents and Fellows. Unfortunately, we do not have interim furnished apartments nor storage facilities to offer. You may refer to the "Off Campus Furnished Housing, Moving and Storage Resources" List on the website for possible options.

Hiring Professional Movers

If you are hiring a professional moving company to move your items into our building, please submit to the property manager, Fredalyn Vargas at Fredalyn.Vargas@mountsinai.org prior to your move-in day, the company's Certificate of Liability Insurance. The policy should provide general liability insurance and workers compensation protection. It should list Beth Israel Medical Center as the "certificate holder," as well as Rose Associates, Mount Sinai Beth Israel and New York Eye and Ear Infirmary of Mount Sinai as the "additional insured" entities. The certificate of insurance should also state in the "Description of Operations" section of the form, your name, your assigned building, apartment number and scheduled date of service as illustrated on the sample Certificate of Insurance available on the website.

Scheduling elevator use for moving day

To move into an apartment at 310 E. 24th Street, non-exclusive use of the elevator must be coordinated with the Building Superintendent because there is only one elevator in the building. For those assigned to 515 West 59th Street and 10 Amsterdam Avenue, exclusive use of an elevator car must be arranged 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 TV, internet, telephone, and other such services. Storage space is not available in the residential buildings. A list

of local storage facilities is available for your reference on the "Off Campus Furnished Housing, Moving and Storage Resources" List available on the website.