

APPLICATION PROCEDURES

The on-line housing application is to be completed and submitted to Mount Sinai West Real Estate Services Department. A few days after the National Resident Matching Program results have been published, the exact dates to apply for Hospital housing will be provided to you in an e-mail message from the Office of Graduate Medical Education. Housing applications that are received on-line, are first reviewed in collaboration with the Office of Graduate Medical Education to establish the eligibility of the applicant. Once eligibility for housing is confirmed, the application packet is reviewed to determine completeness, requested apartment size and its appropriate fit within the hospital's occupancy guidelines.

All completed applications received within the published application period will be treated equally. Shortly after the application deadline, apartment assignments are prepared in the order set by the following lottery process and family size.

- Applications are assigned a random number using a randomizer application then sorted by family size.
- For each family size group, the application with the lowest number is the first to be assigned an apartment from the available inventory. Application with the next lowest number within the family size group is assigned next and the process continues in like manner until all applications have received an assignment.
- A housing assignment e-mail will be sent to you no later than two weeks after the housing application deadline. Applicants will have 2 days to respond by indicating on-line if they accept or decline the assignment offer.

Applicants who do not reply within the required timeframe will have their housing assignment re-issued to another incoming resident. The applicant will then have to make alternate arrangements for housing. There will be no second offer.

Shortly after you accept the housing assignment on-line, the Occupancy Agreement and related leasing documents will be e-mailed to you via an application called DocuSign. All completed Occupancy Agreement and related leasing documents must be returned electronically, on-line to Real Estate Services no more than five (5) days after you receive them. Security deposit payment on-line and in the amount of \$500.00 will be due within 5 days of moving into the assigned apartment.

If no Occupancy Agreement and related documents are received by the deadline, then the apartment is considered to have been "declined" and will be re-issued to another incoming resident. The applicant will then have to make alternate arrangements for housing. There will be no second offer.

All applications received after the application deadline will be handled on a first come / first serve basis after processing those applications received by the deadline. There is no guarantee that an assignment will be available at that time.

As a general rule, there are no model apartments. However, through the property manager you may schedule an appointment to view a vacant apartment, if available.

If you do not accept your housing assignment, you may choose to be added to our Wait List for an assignment in six months or later. You will have to make alternate housing arrangements for the interim. There is no guarantee that your preferred building, apartment size, floor or rent will be available in the near future or the following academic year.

If you accept and move into the apartment offered but would like to request a transfer to the same size apartment, you may complete an on-line transfer application but you will be placed on the

Wait List six (6) months after the move-in date. Occupants who would like to upgrade or downgrade apartment size will also be added to the Wait List. Assignments are offered to the Wait List as apartments become available. However, during peak season, incoming (newly hired) MSBI, MSM, MSW House Staff, MSH Residents, Clinical Fellows in non-category 1 programs, and Category 1 Clinical Fellows, as well as NYEE of Mount Sinai Residents have priority for all available apartments.

Please note that there is a \$300 transfer fee for all transfers between the same size apartments. The transfer fee will be payable at the time you sign the Occupancy Agreement and related documents for the new apartment.

To qualify for a larger size apartment, the incoming applicant must supply a copy of:

- Birth certificates or final adoption papers for any dependent children who will be housed
- The marriage certificate or municipal domestic partnership affidavit.
- To qualify as domestic partners for housing, along with the domestic partnership certificate, couples must also provide two of the following documents:
 - Joint bank or credit account active for at least six months
 - Proof of joint ownership of an automobile or home
 - Legally-binding assignment of insurance benefits or health care power of attorney to each other
 - Proof of prior cohabitation
 - Mutual grant of durable power of attorney
 - 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.
- If engaged, soon-to-be-married, and applying for a one or two bedroom apartment, a copy of the paid catering hall contract and the wedding invitation must be submitted.