

## APPLICATION PROCEDURES

The housing application is to be completed and submitted to Mount Sinai West Real Estate Services Department between approximately March 20<sup>th</sup> and April 4<sup>th</sup> with the requested support documentation as explained therein. The exact dates will be provided via an e-mail message from the Office of Graduate Education a few days after the National Resident Matching Program results have been published. Housing applications that are received 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 (includes all requested support documentation), 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.

- Applications are first sorted by family size then randomly assigned a number based on a lottery process. Apartments are assigned starting with the application that is assigned number one.
- For each family size group, the application with number one is the first to be assigned an apartment from the available inventory. Application number two within the family size group is assigned next and the process continues in like manner until all applications have received an assignment.
- We will e-mail to you your housing assignment no later than about April 15<sup>th</sup>. 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.

Occupancy agreements and related documents will be e-mailed promptly via DocuSign to those who accept the housing assignment on-line. All occupancy agreements, related documents and payments must be completed and returned to Real Estate Services no more than five (5) days after you receive them. If no Occupancy Agreement, related documents and payments 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 April 4<sup>th</sup> 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 but should make alternate housing arrangements. There is no guarantee that your preferred building or rent will be available in the near future.

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 waitlist six (6) months after the move-in date. Occupants who would like to upgrade or downgrade apartment size do not have to wait to be placed on the waitlist. 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, 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.

Assignments are offered to the wait list as apartments become available, except during peak season, from March Match to August 31<sup>st</sup> when there is House Staff Turnover. During peak season, incoming (newly hired) MSBI, MSH, MSSL and MSW House Staff and NYEE of MS residents have priority for all available apartments.