

**MOUNT SINAI MORNINGSIDE
MOUNT SINAI WEST
MOUNT SINAI DOWNTOWN
REAL ESTATE SERVICES**

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

DATE	SUBJECT
~March 26 th	This is the estimated opening day for the online Housing Application. Upon receipt of the New Innovations checklist email from the Graduate Medical Education Office (GME) with notice to apply for housing, new Incoming House Staff, Residents and Fellows joining the health system from the Main Match can then submit a housing application. This will be after the Main Match decisions are provided to Real Estate Services and candidates are added to the housing database. Please ensure the email address provided on the Housing Application is current and accessible, as Real Estate Services will email all correspondence, including the Housing Assignment Offer and leasing documents to the provided email address throughout the Housing process.
April 9 th	<p>Housing Application deadline. The online first priority application process will be closed, and lottery numbers will be assigned.</p> <p>Housing applications can still be submitted 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, <u>after</u> the applicants who met the deadline receive their assignments.</p>
April 20 th	<p>Housing Assignment emails start being sent to applicants no later than April 20th. All housing assignments will be completed and emailed to incoming House Staff, Residents and Fellows who submitted an application by the stated deadline.</p> <p><u>The Housing Assignment decision deadline is 2 days / 48 hours after receiving the offer message.</u> Upon receipt of the offer, you must respond within 2 days / 48 hours.</p> <p>Response to the housing assignment offer is due from the applicants via the online Assignment Acknowledgement page of the Housing Application. Applicants who do not reply online within the required timeframe will have their housing assignment automatically rescinded and re-issued to another incoming resident.</p> <p>Applicants who decline their offer or do not provide an online response should make alternate housing arrangements. There is no second offer of an apartment.</p> <p>Issuance of Occupancy Agreements and related documents begins shortly after the acceptance of the Housing Assignment Offer via the online Assignment Acknowledgement page of the Housing Application. Those who accept an assignment will receive an email from DocuSign with the leasing documents for review, digital signature, and submission. Please contact Resident.Housing@mountsinai.org if the Occupancy Agreement packet is not received within 2</p>

	days after assignment acceptance.
April 30 th	The completed Occupancy Agreement and other leasing documents are to be submitted online no later than this date. Late submission of the Occupancy Agreement and related documents may result in the loss of the housing offer. Applicants should then make alternate housing arrangements. Security deposit payment online of \$500.00 is due 5 days after move-in. The payment link and related instructions will be provided with your move-in notification e-mail.
January 1 st	NYC's law states that every January, the Safety Notice for Lead Paint and Window Guard be mailed / e-mailed to every tenant. Each tenant is required to complete and return this form either online or by phone. The form will be sent via a contracted third-party vendor of Mount Sinai. All responses must be submitted by February 15th.
February to March	In preparation for apartment turnover, pre-move out apartment inspections is scheduled for vacating and/or graduating residents, moving out on or before June 30 th . The pre-move out inspection will identify any issues that might impact on the amount of security deposit that is refunded to the tenant. Once the move out of hospital housing is completed, the final apartment inspection in which tenants may participate will determine if any additional charges are to be deducted from the security deposit.
March to April	Graduating residents in hospital housing will receive an email notice from the Office of Graduate Medical Education, inviting them to review the New Innovations checklist including the Vacate Housing Notice and Procedures for hospital housing. Graduating residents will also receive from Real Estate Services a 90-day notice of termination. This is advance notice of our intention not to renew your Occupancy Agreement. Nearing graduation date, graduating residents should start planning their move out of hospital housing on or before their program end date. To encourage and facilitate early move outs to prepare apartments for the next incoming House Staff, Resident or Fellow, move-out incentives will be shared. Please contact Real Estate Services at least 30 days in advance, with any questions about move-out procedures and to obtain the link to our online Move Out Notice and Forwarding Address form. Rent and electricity charges will accrue and will be charged until the apartment and building keys are returned.

Assignment Criteria

Studio, One-bedroom and Two-bedroom apartments are offered based on a Lottery System, in which applications are divided into categories: Incoming Families, Incoming Couples and Incoming Singles. Each application will receive a randomly assigned number; housing offers will begin with the application assigned the lowest number starting with the occupancy group of highest priority and proceeding up the list. To accommodate housing preferences, housing assignments will also be based on the housing choices, assignment priorities 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, are to be listed on the Housing Application with their contact details and would be issued keys if over the age of 18. Eligible family members include only your Spouse, Domestic Partner, Significant Other 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/Municipal Domestic Partnership Certificate, with no children
- Single employee, with one child
- Single employee

One Bedroom

- Employee with Spouse/Municipal Domestic Partnership Certificate and one child
- Employee with Spouse/Municipal Domestic Partnership Certificate, both of whom are House Staff within Mount Sinai West, Mount Sinai Morningside, Mount Sinai Hospital or Mount Sinai Downtown
- Employee with Spouse or Municipal Domestic Partnership Certificate
- Single employee, with one child (if available)

Two Bedroom

- Employees with Spouse/Municipal Domestic Partnership Certificate with two children
- Employees with Spouse/Municipal Domestic Partnership Certificate both of whom are House Staff within Mount Sinai West, Mount Sinai Morningside, Mount Sinai Downtown, Mount Sinai Hospital with one child
- Employee with Spouse/Municipal Domestic Partnership Certificate, with one child
- Single employee, with two children (if available)