

APPLICATION PROCEDURES

The online housing application is to be completed and submitted online to Mount Sinai West Real Estate Services Department. A few days after the results of the National Resident Matching Program have been published, the exact dates to apply for Hospital housing will be provided to you in an email from the Office of Graduate Medical Education. Housing applications that are received online, 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, family size and priority occupancy group.

- 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 in the priority occupancy group is the first to be assigned an apartment from the available inventory. Application with the next lowest number within the family size and priority occupancy group, is assigned next and the process continues in like manner until all applications have received an assignment.
- A housing assignment email will be sent to you no later than two weeks after the housing application deadline. Applicants will have 2 days to respond by indicating online if they accept or, decline the assignment offer.

Applicants who do not reply within the required timeframe will have their housing assignment canceled and 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 the acceptance of the housing assignment online, the Occupancy Agreement and related leasing documents will be emailed to you via an application called DocuSign. All completed Occupancy Agreement and related leasing documents must be submitted electronically to Real Estate Services no more than five (5) days after you receive them. The security deposit payment in the amount of \$500.00, will be due within 5 days of receiving a request for payment from the property manager with an online payment portal. If the Occupancy Agreement and related documents are not 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 and make alternate housing arrangements. 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 online 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.

Current MSW and MSM House Staff in the CIR followed by incoming, newly hired trainees going into the CIR and housed during peak season have priority for available apartments in accordance with the terms of the CIR contract.

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.

If married or have a partner and applying for a one or two bedroom apartment, you must attach to your housing application:

- a copy of the marriage certificate
- or, a city or state's municipal domestic partnership certificate plus
- the birth certificates or final adoption papers for any dependent children who will be housed with you.

If engaged, soon-to-be-married, and applying for a one or two bedroom apartment, to maximize your chance of getting a larger apartment, you must attach to your housing application:

- a copy of the signed, paid catering hall contract
- the wedding invitation
- the second occupant's government issued photo. identification with legal name, date of birth and a mailing address.

When applying for any size apartment, if you will have other adults occupying the apartment with you, please provide for each person, a government issued identification with their full name, date of birth and mailing address.