

## **APPLICATION PROCEDURES FOR CLINICAL FELLOWS**

The housing application is to be completed and submitted to Mount Sinai Real Estate Services Department which will not be activated until early February and closing on the first week of April. 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 early February and closing on the first week of April will be treated equally. Shortly after the application deadline, apartment assignments are prepared. All applications received after the close deadline in April will be handled on a first come / first serve basis after processing those applications received by the deadline.

- 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. Couples and singles will be grouped together into one group.
- We will e-mail to you your housing assignment starting the second week of April. Applicants will have 2 days to respond by indicating if they accept or, decline the assignment offer on-line.

Applicants who do not reply within the required timeframe will have their housing assignment re-issued to another incoming resident. A non-response is treated as a declined. 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 to those who accept the housing assignment. All occupancy agreements and related documents must be completed and returned to Real Estate Services no more than five (5) days after you receive them. Payments must be submitted a week prior to your scheduled move in date. If no 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.

As a general rule, there are no model apartments. However, you may view the apartment offered if it is vacant.

If you do not accept your housing assignment, you will not be eligible for future assignments. Housing is only guaranteed as incoming.

If you accept and move into the apartment offered but would like to request a transfer to the apartment, you may complete a transfer application but you will be placed on a waitlist. Please note that there is a \$500 transfer fee for all transfers. Transfers in general take 6 to 12 months to process and during the months of March thru August they are not handled in order to accommodate the incoming trainees.

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.