

APPLICATION PROCEDURES

The on-line housing application is to be completed and submitted to Mount Sinai Beth Israel's Real Estate Services Department between March 20th and April 4th with the requested support documentation as explained therein. 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 March 20th through April 4^h 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 by April 12th. 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. The applicant will then have to make alternate arrangements for housing. There will be no second offer.

The Occupancy Agreement and related documents will be e-mailed by the week of April 19th 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 along with the appropriate payments no later 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 4th 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 in accordance with your program category, but should make alternate housing arrangements. There is no guarantee that your preferred building, apt. 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 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 fee on all transfers. 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 July 31st when there is House Staff Turnover. During peak season, incoming (newly hired) House Staff in category one programs based at MSBI have priority for all available apartments.