

## Mount Sinai Beth Israel Real Estate Services

### HOUSING TIMELINE AND ASSIGNMENT GUIDELINES

#### IMPORTANT DATES TO NOTE:

Date	SUBJECT
March 20, 2018	Opening day for on-line Housing Application submission from new House Staff. The on-line Housing Application will be accessible to the 2018 incoming House Staff. Please make sure the email address you provide on your application is monitored as we will be e-mailing all correspondence, including the lease papers.
April 4, 2018	Housing Application deadline. The on-line application process will be closed. You can still submit an application but those received prior to April 5, 2018 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.
April 12, 2018	Housing assignment e-mail will begin to go out to applicants. All housing assignments will be completed and e-mailed to incoming residents who submitted an application by the stated deadline.
April 2018	Housing assignment decision deadline is <u>2 business days after receipt of an offer</u> . Response to the housing assignment offer is due from the Applicants via the on-line Assignment Acknowledgement page of the Housing Application. Applicants will have two business days to indicate on-line if they accept or decline the assignment. Applicants who do not reply on-line within the required timeframe will have their housing assignment re-issued to another incoming resident. Applicants who decline their offer or do not provide a response should make alternate housing arrangements. There is no second offer an apartment.
April 19, 2018	Issuance of Occupancy Agreements and related documents begins during this week to all residents who accepted their housing offer via the online Assignment Acknowledgement page of the Housing Application.
May 3, 2018	Return of leasing documents and payments deadline. All completed / signed Occupancy Agreements, payments and related documents are due to Real Estate Services. All Occupancy Agreements and related documents that are received late may result in loss of the housing offer. There is no second offer of an apartment. Applicant should then make alternate housing arrangements.
Jan. 2019	NYC's Annual Safety Notice for Lead Paint and Window Guard will be mailed to you from our contracted vendor, SiteCompli in early January and must be completed, signed and returned by February 15, 2019 if there is a child in the apartment. <b>If there is no child in the apartment a telephone response to the number provided on the SiteCompli Annual Notice Form will meet this annual requirement.</b>
March, 2019	In preparation for graduating and turnover of apartments, pre-move out inspections are scheduled for residents graduating and moving out on or before 6/30/19. Pre-move out inspections are required for each apartment. The pre-move out inspection will identify any issues that might impact the amount of your security deposit refund. Once you move out of hospital housing, the final inspection in which you may also participate, will determine whether there are additional charges against your security deposit.
April, 2019	Vacate notice and procedures will be e-mailed to residents who are graduating. As you near your graduation date you should start to plan your move out of hospital housing on or before your program end date. The earlier you move, the quicker we can have the unit ready for the next incoming resident. Visit the Vacate Housing section of the GME site to review the procedures and when appropriate, login and complete the online Move-out notice and forwarding address form. Please note that until you return your apartment keys you will not be considered moved out and will continue to accrue rent charges.

## 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 and housing offers will begin with application #1 and proceed down the list. In an effort to accommodate housing preferences, housing assignments will also be based on the housing choice(s) 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 should be listed on the Housing Application. Eligible family members include only your spouse or domestic partner and children. Occupancy guidelines are included in the Medical 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 are also used in assigning housing to eligible applicants:

### Studio

- House Staff with spouse / domestic partner with no children or single employee with one child.
- Single House Staff.

### One Bedroom

- House Staff with spouse / domestic partner and one child or a married couple/domestic partners.
- House Staff with spouse or domestic partner or single House Staff with one child.

### Two Bedrooms

- House Staff with spouse / domestic partner with two children or a married couple / domestic partners with one child.
- House Staff with spouse / domestic partner with one child or single House Staff with two children.
- Two Single House Staff in MSBI-based Category one programs.