

2024 MOUNT SINAI HOSPITAL HOUSING POLICY

1/2024-GME

PLEASE READ THIS ENTIRE DOCUMENT CAREFULLY

Housing offers are made to new clinical fellows in ACGME or Non-ACGME accredited programs.

- **CATEGORY 1 PROGRAM** (see below for clinical fellow **CATEGORY 1 LISTING**)

INCOMING CLINICAL FELLOWS CATEGORY 1 PROGRAMS: *The only housing options offered for the term of your fellowship, are at our block leased locations. They are at: **NORMANDIE COURT, PARK WEST VILLAGE AND THE HERITAGE on FIFTH AVENUE.***

A housing offer is guaranteed within our block leased (off campus) housing inventory. Offers will be made via the Mount Sinai Real Estate Office to the list of matched applicants provided by the GME Office. **First month's rent and a fixed security deposit of \$500.00 regardless of apartment size will be collected at lease signing.**

Housing offers will be made through the **MOUNT SINAI HEALTH SYSTEM LOTTERY**. Incoming Clinical Fellows will apply via **ToD**, the on-line application vehicle for the Mount Sinai Health System. **ToD** is on-line annually as of approximately **mid-February** through the first week of April.

CATEGORY 1 PROGRAM LISTING

The following programs are eligible to apply for housing through Mount Sinai:

Adult Cardiothoracic Anesthesiology	Nephrology
Adult Congenital Heart Disease	Neurocritical Care
Anesthesiology Critical Care	Neuroradiology
Anesthesiology-Liver	Orthopedic Spine Surgery
Bone Marrow Transplant	Pediatric Cardiology
Cardiac Electrophysiology	Pediatric Critical Care
Cardiology (Investigator Track)	Pediatric Gastroenterology
Cardiology (Clinical Track)	Pediatric Hematology Oncology
Cardiology Advanced Heart Failure and Transplant	Pediatric Nephrology
Critical Care Medicine	Pediatric Pulmonology
Endovascular Surgical Neuroradiology	Pulmonary and Critical Care Medicine
Female Pelvic Medicine & Reconstructive Surgery	Surgical Oncology
Gastroenterology	RAD-Interventional Radiology – Independent
Gynecologic Oncology	Thoracic Surgery
Hematology Oncology	Transplant Hepatology
Interventional Cardiology	Transplant Nephrology
Laparoscopic Surgery	Transplant Surgery
Maternal-Fetal Medicine	Vascular Neurology
Minimally Invasive Gynecologic Surgery	Vascular Surgery
Minimally Invasive Surgery	
Neonatal-Perinatal Medicine	

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Below are the rates available through the academic year 07/2024 to 06/2025, and may be subject to annual rent increases and are contingent on the trainee maintaining their participation in their training program. The Mount Sinai Real Estate Office will make an assignment offer to those eligible Clinical Fellows appearing on the list of incoming Clinical Fellows provided by the GME Office.

APARTMENT TYPE	MSH (Block Leased)
STUDIO	\$2,600-3,700
1 BEDROOM	\$3,000-4,100
2 BEDROOM*	\$3,750-4,850

**The two bedroom options are only available at THE HERITAGE on FIFTH AVENUE.*

For information on the MSW housing options, please visit that section at <https://icahn.mssm.edu/education/residencies-fellowships/life/housing>

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IMPORTANT

1. **LOTTERY** – Dates for processing the Applications through the lottery process will be in mid- April. Housing offers will be made by e-mail. Real Estate processes applications from Families, Couples and Singles in the order set by the lottery # (#1 being the most advantageous). (Couples & Singles will be grouped together.) Note: Only ONE (1) housing offer will be made based on the #1 preference indicated on the Application. However, if not available, we will work down the applicant's list of preferences.

Note: The Lottery process assigns a random number to each applicant and the assignment process is reviewed by the Mount Sinai Health System REAL ESTATE AND GRADUATE MEDICAL EDUCATION OFFICES.

2. **APARTMENT ASSIGNMENTS-** Will be e-mailed starting the second week of April and finalized on or before May 31st. Your decision will be due 2 business days after receipt of the e-mailed offer. If you do not respond within 2 business days your offer will be treated as declined.
3. **HOUSING CONTRACTS-** Each housing Occupancy Agreement is for the term of your residency or fellowship and is subject to termination/revisions. It will be distributed via email following the acceptance of the assignment.
4. **MOVE-IN-** The date on which you can move into housing will be determined on how quickly we are able to turn over the apartment based on the end date of the terminating trainee.
5. **IF YOU CHOOSE NOT TO APPLY FOR HOUSING AT THE START OF YOUR PROGRAM, YOU WILL NOT BE ELIGIBLE FOR FUTURE MOUNT SINAI HOUSING. HOUSING APPLICANTS THAT DECLINE A HOUSING OFFER WILL NOT BE ELIGIBLE FOR FUTURE MOUNT SINAI HOUSING.**

ANY OF THE ABOVE MAY BE SUBJECT TO CHANGE WITH ADVANCE NOTICE GIVEN TO YOU BY REAL ESTATE OR GME AS APPLICABLE

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FREQUENTLY ASKED QUESTIONS

I. Application Procedures / Process

- **I will be visiting the area soon. Are there any apartments open to look at, or can I tour the common areas?**
We do not have model apartments for viewing. But you are more than welcome to walk around the buildings, but you will not be given access to any apartments.
- **Do you have a current range of rents for the apartments?**
The current rent ranges are available through the online application.
- **What are the apartment sizes?**
Floor plans with apartment dimensions are available via the building address links at [Related Housing Resources](#).
- **Can I share an apartment with another resident in my program?**
Yes, for voluntary and involuntary shares, i.e. those made due to a lack of available studios, each resident will sign a discrete occupancy agreement as well as pay half of the posted rent on the apartment each month and the same amount as security deposit.
- **I have a pet and will be submitting with my application the requested information about him/her. Is this usually a problem with obtaining hospital housing? If so, which locations are pet-friendly?**
Pets are allowed at all our locations. Once your pet is approved, there is a pet rider to be signed along with the other lease documents. For the safety of our building staff that perform needed repairs in the apartments it is important that Real Estate Services know when there are pets in the apartments. Pets are not allowed in shared apartments. Pets cannot weigh more than 25 pounds.
- **Can I apply for a one bedroom? I am unclear from the hospital's website if all buildings have the requirement that tenants must have children in order to be considered for an apartment larger than a studio.**
You can apply for any size apartment, but there is no guarantee that you would be offered your first choice. Residents with children have priority if there are not enough one bedroom apartments available. If you do not qualify for a larger unit and one is not available immediately, you may submit a Transfer Application in order to be added to the Wait List for when a larger unit does become available.
- **The housing application requires a marriage certificate to qualify for a larger size unit. What if the wedding will not occur before the application deadline and/ or I am not living with my partner / fiancé but will be when I move into housing?**
You may provide a copy of the wedding invitation or a marriage license plus the banquet hall contract with a receipt for the paid deposit if you will be getting married. If you will be living together for the first time when you move into housing, as long as you provide the municipal domestic partnership certificate and the required two additional documents you will be able to apply as a couple.
- **Will you accept marriage/ birth certificates in another language?**
We require a notarized English translation of the documents to be submitted with the application.
- **I'm not completely happy with the apartment offered but am accepting the offer as instructed. Is there any possibility of transferring to my desired apartment size / building / floor?**
Transfers in general take six to twelve months to process based on availability. During the months of March thru August transfers are handled on a case by case basis. It is possible to transfer to another building and or apartment size in the same building if you meet the family size eligibility criteria for the size apartment into which you want to transfer.
- **What are the transfer procedures if I become pregnant while living in the assigned studio with my partner?**
Please complete the transfer application and provide documentation of the expected change in your family size including a note from your Obstetrician. Your name will be added to the Wait List with the application date and you will be contacted when a larger apartment becomes available and you are the next eligible candidate on the Wait List.

II. Occupancy Agreement Paperwork

- **In the Security Deposit section it also mentions that I need to fill out a W-9 form and include my social security number but I won't have that number at the time I am filling out the documents. I will probably have that number around mid June, after I arrive in the U.S. Can I leave the space blank and give you the number as soon as I have it?**
You should sign and date the W-9 form and leave the social security number field blank for now and provide the social security number once it is issued. We must have your social security number as soon as possible to provide to the bank for their use in reporting to the Federal Government any interest income that you earn on the security deposit. The W-9 form is required of all of our applicants regardless of immigration status.
- **The housing agreement is to be e-mailed back at a time when I will be unavailable and not able to receive and process the agreement. How do I resolve this?**
The housing agreement will be issued to you and should be reviewed, signed and returned as soon as possible. Only your electronic signature is accepted on the housing agreement papers. Your parents, spouse, or other relatives cannot sign the documents on your behalf. We need to know in advance if there will be a delay in the return of the signed lease papers so that your lack of response is not interpreted as if you are declining the apartment offer. An e-mail message to this effect or a note in the comment section of your application would be considered advance notice.

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III. Financial Matters

- **I have an international credit/debit card can I use it to pay for my initial rent?**
No. The initial rent payment must be submitted via Cashier's check, Certified check or Traveler's check.
- **I am unclear as to how much money I should budget for rent prior to when I will get my first paycheck.**
Your expenses would be as follows: security deposit (\$500.00) + first full month's rent. If you move in after the beginning of a month, we will bill you the prorated rent.
- **I am a foreign medical graduate. I understand you request U.S. money orders for the payment of the first month's rent and security deposit? I have been calling Money Gram, Citibank, etc. but they told me that it is not possible to issue U.S. money orders outside the U.S. territory. If that's right, how have you handled this issue in the past with non U.S. citizens?**
Sometimes residents have family in the U.S. and have them make the payments in order to expedite matters. The concern we have with accepting foreign money orders is that there is usually an additional bank fee and if we are charged an additional fee, it would have to be passed on to you. Also, sometimes the bank in the U.S. does not accept foreign payment and will return the money order to us. We, in turn, will return this to you and request resubmission of payment drawn from a U.S. based bank. It may be difficult for you to recoup your money since you will probably not be aware of this until you are already in the U.S.A.
- **For the security deposit we can use traveler's check, right? I called the bank and they informed me that they can issue Traveler's checks, but they need to know the name and some form of identification of the person that will be cashing the money in the U.S.** You can pay by Cashier's Check, Certified Check or Traveler's checks drawn against a bank with a branch office in the U.S.A. and made payable to "Mount Sinai Residential Realty." If you are housed in the block leased apartments the checks should be made payable to "Mount Sinai School of Medicine." The check will be cashed by the hospital. Please note that you will not know the exact amount of your security deposit until you are provided with a housing assignment.

IV. Move-in procedures

- **Where do I live for the last week of June, when my program expects me to attend Orientation, until potentially the 4th of July, when the apartment would potentially be ready? A hotel?**
Housing for the period between the start of orientation and when you actually move into your assigned apartment is the expense and responsibility of the house staff. We do not have interim furnished apartments to offer. For your convenience you may view this [Temporary Housing Resource List](#). There are some who stay in a hotel. Others stay in a YMCA or other hostel with their belongings in storage. There are incoming house staff who are able to contact a current/continuing house staff in the same department to make arrangements to host them during the interim period.
- **What is the earliest date that I can move into my apartment?**
The date you move in depends mostly on when the graduating resident vacates the apartment to which you are assigned. You will be provided with the graduate's program end date which is the latest date by which the graduate would vacate the apartment. If the graduate leaves the apartment in good condition, building staff will need less time to work in the apartment and you can move-in sooner. You will be contacted via e-mail once the apartment to which you have been assigned has been vacated.
- **My partner and I will be moving from Utah to New York to start residency. I will need to be in NY for the ACLS/BLS class starting on June 20th. We would like to move in the first of June to give us time to unpack and settle in. At the very least we would need to be able to move in prior to my starting the ACLS class on June 20th. Will this be possible?**
Early move into hospital housing is sometimes possible if your lottery number results in assignment to an apartment that is vacant or the graduate decides to move out earlier than his/her program end date, but this cannot be guaranteed. The available move-in date depends on the move-out date of the graduating resident. Many programs do not end until June 30th.
- **The GME website talks to the possibility of a moving date AFTER my program start date. Is this common?**
Your move in date will depend on when the current occupant/graduating resident vacates the apartment to which you are assigned. Most often, the current residents' program ends June 30th and depending on the condition of the apartment one or two weeks are required to prepare the apartment for re-occupancy. Therefore, while early occupancy is sometimes a possibility, a move-in date AFTER July 4th is more often unavoidable.
- **My current lease doesn't expire until late July. Can I move into the offered apartment at that time and avoid paying 2 rents? When completing the on-line housing application, please let us know if you require a late July move-in so that you will be assigned to an apartment that will be vacated in July.**

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