



Continuum Health Partners, Inc.

HOUSING PRIORITIES AND APPLICATION PROCEDURES

Housing Priorities

The Hospital Center attempts to provide housing to those who fulfill a critical patient care need or are in specific market scarce categories at the Medical Center. Housing assignments are made in the following priority order:

- 1) House Staff (interns, residents and fellows) in ACGME accredited programs.
- 2)(a) House Staff (interns, residents and fellows) in unaccredited programs or (b) Research Post-doctoral fellows who are supported on a sponsored project and are in the training stage of their careers. The support must come from a recognized funding source including but not limited to governments, foundations and industry. To be eligible the individual must have a full-time position at St. Luke's-Roosevelt Hospital Center.
- 3) On a limited basis, with annual review of availability, Columbia Presbyterian Medical Center Urology residents and Montefiore Neurosurgery residents who rotate through SLRHC.
- 4) Professional Nurses.
- 5) Other employees.
- 6) Affiliates.

Application Procedures for House Staff/Residents/Fellows beginning in June/July

Housing is guaranteed to House Staff in ACGME approved programs who submit a completed application by April 25th. Please note that if you move into housing prior to July, rent for this period along with the security deposit equal to one month's rent, will be due prior to your move into housing.

Applications should be submitted electronically via the Apply for Housing and Parking section of the Graduate Medical Education website. All completed applications received earlier and by April 25th will be treated equally. All applications received after April 25th will be handled on a first come/first served basis. Once your completed application has been received and processed, you will be assigned the next available apartment. Preference is given to those living outside a 30-mile radius of the hospital center since they are physically unable to search for their own apartment. If demand for a particular type of apartment is greater than the supply, apartments will be assigned randomly to those with first priority. All others will be given an alternate assignment. If we receive your application by April 25th, we will e-mail your assignment in mid May and if you accept it, we will e-mail you your occupancy agreement and related documents by June 1st. Please provide us with a telephone number, and e-mail address where you can be reached during this time. All occupancy agreements must be completed and returned to the Real Estate Services Office along with the appropriate payments and documentation no later than five days after you receive the agreement. As a general rule, there are no model apartments. However, you may view any vacant apartment and/or contact the current tenant to arrange a mutually convenient time to view their apartment.

If you do not accept your housing assignment, you will be eligible for hospital housing after January 1st of the following year. If you accept the apartment but would like to request a transfer, you may complete a new application to have your name added to the wait list after the start of your occupancy agreement. Please note that there is a \$500.00 Transfer Fee for a lateral transfer. A lateral transfer is a move between two similar size apartments in the same building or two different buildings.

Application Procedures for House Staff not Arriving in June/July & other eligible employees

Submit a complete application online via the Apply for Housing and Parking section of the Graduate Medical Education website. Housing assignments will be prioritized according to the SLRHC housing policy and will be made according to a wait list organized by date of application. Housing assignments from the wait list will be made by Real Estate Services from August 1st to March match date as accommodations become available.