



Continuum Health Partners, Inc.

## HOUSING PRIORITIES AND APPLICATION PROCEDURES

### Housing Priorities

The Medical Center attempts, first and foremost, 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. Incoming House Staff have highest priority and departing House Staff have lowest priority from March match date to July 31<sup>st</sup> when House Staff apartments are being turned over.
- 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. Housing will be offered for no more than three years.
- 3) Employees who are in specific market scarce categories (market scarce categories to be determined from time to time by the Vice President, Human Resources).
- 4) On a limited basis, with annual review of availability, Columbia Presbyterian Medical Center Urology residents and Montefiore Neurosurgery residents who rotate through SLRHC.
- 5) Professional Nurses.
- 6) Other employees.
- 7) 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 and a deposit in the amount of \$1,200 by April 25<sup>th</sup>. Please send U.S. money orders or traveler's checks made payable to St. Luke's-Roosevelt Hospital Center or you may charge this housing deposit to your credit card by completing the credit card authorization section on page two of the Housing Application. The housing deposit will be applied to your rent during your first full month in housing. Please note that if you move into housing prior to July, rent for this period along with the security deposit which is equal to one month's rent, will be due prior to your move into housing. If you decline your housing assignment or withdraw your housing application your entire deposit will be refunded to you.

Applications should be sent via mail to St. Luke's-Roosevelt Hospital Center, Real Estate Services, 555 W. 57<sup>th</sup> Street, Suite 5-46, New York, NY 10019 or by fax to (212) 523-5119. All completed applications received earlier and by April 25<sup>th</sup> will be treated equally. All applications received after April 25<sup>th</sup> will be handled on a first come/first served basis. Once your completed application has been received and processed, you will be assigned an

apartment, if available. First 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 25<sup>th</sup>, we will e-mail your assignment in early May and if you accept it, we will mail you your housing assignment, occupancy agreement and related documents between May 15<sup>th</sup> and June 1<sup>st</sup>. Please provide us with an address, telephone number, fax 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 1<sup>st</sup> 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 employees**

Submit a complete application via mail to St. Luke's-Roosevelt Hospital Center, Real Estate Services, 555 W. 57th Street, Suite 5-46, New York, NY 10019 or by fax to (212) 523-5119. 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.