Is there Housing available at HSS?

Housing is available, but is not guaranteed. In the past it has always been provided to all Clinical Fellows that have requested it. The Human Resource Business Partner facilitates housing primarily for the Residents and Fellows.

How do I request housing?

To request housing, please contact Human Resource Business Partner by phone at 212-606-1350 or e-mail at JesnesS@hss.edu. If after an application is submitted you find alternate housing or have decided not to join HSS, please contact the HR Business Partner to notify her that you will no longer require housing so not to take housing from someone who does need it.

How large are the apartments?

HSS housing has limited availability therefore guidelines have been set according to family status on the size of housing that may be offered to individuals. We offer unfurnished apartments including: studios, one bedrooms, and two bedrooms. Two bedrooms are the largest accommodation that is offered. We do not have three bedrooms or more.

Studios: are reserved for those with single family status. Studio size can range from approximately 450 square feet to 600 square feet depending on location.

One Bedrooms: are reserved for those who are living with a significant other. One Bedroom size can range from 600 to 800 square feet depending on location. If additional one bedrooms are available at time of assignment, individuals with single family status may also be assigned a one bedroom.
Two Bedrooms: are reserved for those that have one or more children, are expecting in the next 9 months or are in the process of adoption of a child in the next 9 months, not those that are planning on having children. Two Bedroom size can range from 800 to 1200 square feet depending on location.

**Can I have a choice of an apartment?**

Due to limited availability we **are unable** to accept requests or provide a selection of what is available. Based on family status and other factors, such as pets, the **HR Business Partner** reviews all pertinent information and assigns housing based on that information. **Please note:** placing Fellows with pets, especially dogs has becoming increasingly difficult. If you should have a dog and would like to have the best chance of obtaining HSS housing we suggest that you find an alternate location for your dog during your Fellowship. **Apartments are not available to be seen until the move-in date.** The **HR Business Partner** will provide square feet and describe the housing as best as possible to facilitate planning. All apartments are occupied almost until move-in date.

If you have specific needs that cannot be met by HSS housing, we can offer other sources, such as, referral to a real estate broker that we have worked well with in the past and a list of real estate brokers that may be able to meet your needs better. The use and obtaining of apartments this way is not considered hospital housing and HSS will not assist with any cost incurred.

**When can I move-in?**

Move-in dates depend on a few factors. Apartments are typically occupied; therefore the vacancy date of the prior tenant plays a big part. If it is a non-HSS employee they will not vacate usually until the last day of the month, if it is an HSS employee it varies and if it is a Fellow, depending on their specialty, most Fellows work until the end of their Fellowship which means June 30, July 31 or possibly August 31 in some cases. Most apartments need a “turnover.” A turnover typically includes a review for any signs of damage, repair, or any areas
needed to be refinished before the new occupant moves-in. The apartment may be repainted, repaired if items need to be fixed, floors may be refurnished, and locks are changed. Elevators also need to be scheduled and some property managers require that you sign a lease with them in addition to the one that is signed with HSS.

What does all of that mean?

Some Fellows are able to move in a few days before their employment starts with HSS. For example if you start July 1, you may be able to move in June 26-30. If you begin August 1, you may move in July 26-31. Apartments may be occupied however until the day employment begins at HSS or possibly past it. For example, you may start July 1 and housing may not be ready to move-in until July 8 or July 15, sometimes later.

What do you do if you need housing, but the requested housing is not ready when you start at HSS?

There are several options. When you are assigned the apartment we always try to provide a potential date when housing will be available, try to plan if possible to stay at your current location if in commuting distance. If you are coming from out of town or still can not stay at your current location, try to stay at a friend or family member’s house near by. If you do not have those options available, the HR Business Partner will make arrangements for you to stay at the East River Residence until the apartment is available. Fellows would be accommodated anywhere from a few days up to approximately a week in advance up from the beginning of their Fellowship until their housing assignment became available depending on availability and the circumstances. The Residence does depend on availability, so HSS does utilize this as the last option. If a stay at the Residence is necessary, the cost will not be the actual Residence rate, but rather the monthly rent prorated. Once the assigned apartment becomes available you are expected to relocate upon that date.

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Where is the housing located?

HSS housing guidelines allow us to offer housing in the 10021/10065 zip code, always within walking distance to the hospital. We do not offer housing outside the zip codes in Manhattan or in any other borough, such as Brooklyn, Bronx, Queens, or Staten Island. Most HSS housing is located on 63 Street, 71 Street, 72 Street, or York Avenue. However HSS does add more inventory to housing if needed to accommodate Fellows requests within the zones mentioned.

Do I have to stay in hospital housing?

HSS offers housing to those who need it; it is not required for Fellows to take HSS hospital housing.

How much is rent?

HSS understands that obtaining housing in Manhattan can often be very expensive especially on the Upper East Side as it is one of the most expensive areas in NY. HSS does discount the housing to what is considered a fair and affordable cost according to the actual cost to HSS.

As of June 2008 (still valid as of June 2011), the current rent rates are as follows:

- Studio: $1795 a month
- One Bedroom: $2000 a month
- Two Bedrooms: $2500 a month

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Most discounts can range from $100 to over $700 a month discounted; the suggested rents above include the discount. The more expensive a monthly rent the more HSS has discounted it. Rent is paid to HSS directly via the first and last pay check of each month via post-tax payroll deductions.

Monthly rent includes, rent and water, it does not include, gas and electric, phone, or internet access. Occupants are responsible to initiate and obtain these services if they are needed.

There are no broker’s fees if HSS utilized a broker to obtain the apartment. One month’s rent is generally required, depending on the move-in date as deductions are generally not able to start until the second pay cycle. A security deposit is always required and will be returned once the apartment is vacated and it has been determine no damage has incurred to the apartment.

HSS does not pay for moving fees or storage fees.

Does HSS offer discounts on non-HSS housing?

HSS does not offer any discounts to Fellows that do not stay in Hospital assigned housing.

When will I find out what apartment I have been assigned?

HSS understands that the transitional period from a Resident to a Fellow can be a very hectic time and the HR Business Partner provides this information as soon as it is complete. Typically this is present between Memorial Day and the second week of June.

How will I be notified, should I contact someone?

The HR Business Partner will contact you both via e-mail and postal mail with your housing assignment. You do not need to contact anyone unless you have changed your mind and no longer require housing or your needs have changed. Please keep in mind as soon as the assignments are available you will have them. In the past the HR Business Partner has

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received many calls in regard to when the assignments will be ready and the process has taken much valuable time from the actual assignments.

Can I see the apartment prior to moving in?

Apartments are not available to be seen until the move-in date. Most apartments are occupied until move-in, not only by HSS employees or Fellows, but tenants that have decided to vacate the apartment and have no association with HSS. Most of HSS housing is available in non-HSS owned properties. Building Management of these building has also requested that this is avoided as it is disruptive and a safety concern to other tenants in the buildings. Therefore, we must request that you do not request to view your assigned apartment as we are unable to show the apartment to you. We also request that you do not visit the premises of where you have been assigned until you have been given the approval from the HR Business Partner. Building Management will not allow you access.

What amenities are included?

Most buildings we rent from have a 24/7 doorman and elevator, and all have laundry facilities. Depending on the location of the apartment, some properties may have other amenities, such as roof top access, gardens, playgrounds, dry cleaning, and gym access.

What if I need Parking?

If you are living within HSS Housing and need parking you will require storage parking. Storage parking means that your vehicle may stay at the garage on a permanent basis, similar to a driveway. The garage is open 24/7 and the vehicle may be taken out or returned whenever you may need to utilize it. The parking garage does have a valet system and does require an ignition key. Parking cost is subject to change based on Hospital needs and is periodically reviewed for market cost increases and if approved may be increased at anytime. Inquire within for parking cost. Cost is deducted on a post-tax basis per IRS guidelines. If an increase

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is required, all employees affected by the change will be notified at least 30 days in advance. In the past parking cost has been very stable and has not changed greatly, any changes made would be moderate. Storage parking is located at 65 Street and 2 Avenue.

If you are not within HSS Housing and are commuting in and need parking, commuter parking is available. The Parking Garage does have a valet system and does require an ignition key. Commuter parking cost as of April 2013 is $270.00 per month. The IRS allows up to $245.00 deducted pre-tax therefore, $122.50 is deducted via pre-tax pay roll deductions the first and last pay check of each month and $12.50 the first and last pay check of each month via post-tax pay roll deductions. Parking cost is subject to change based on Hospital needs and is periodically reviewed for market cost increases and if approved may be increased at anytime. Commuter parking is available at 63 Street and York Avenue and has flexible hours.

Should you require either type of parking, please contact the HR Business Partner about one month prior to arriving at HSS to complete the required paperwork. It is not necessary to complete the paperwork ahead of one month prior and you are also able to complete it closer to arrival date or after arrival to HSS.

How long can I stay in hospital housing?

HSS provides hospital housing until the end of a Fellowship. Once the Fellowship is over, Fellows are required to vacate the apartment so a new Fellow or hospital employee may be assigned that apartment. Fellows can not stay at the HSS hospital housing apartments once they finish their fellowship.

What happens if I do not need the apartment for my entire Fellowship?

You may vacate at anytime during your Fellowship. In the past some Fellows may find alternate housing when they have a three year fellowship and may not require hospital housing.

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We kindly request at least a month in advance to notify the HR Business Partner in writing that you will be vacating and provide an approximate date.

When are Fellows expected to vacate their HSS hospital housing?

We request Fellows vacate hospital housing three days after the last day worked, therefore we can turnover the apartment to the next Fellow or HSS employee as quickly as possible to avoid any lap over.

What if I finish three quarters of the month, do I still pay a full month’s rent?

Rent will be prorated for any odd days according to the monthly rent.

What if I become an attending at HSS, what happens then?

HSS housing is offered at a discount for Fellows to assist in what can be difficult times. If a Fellow is offered an attending position at HSS, HSS requests that the attending vacate to provide the housing to another that needs it. HSS policy is not to provide housing to Attending and no discount is provided to them. If a Fellow is offered an attending position somewhere else, the Fellow must vacate their HSS hospital housing.