

**HOSPITAL FOR SPECIAL SURGERY****HUMAN RESOURCES DEPARTMENT****HOUSING: FREQUENTLY ASKED QUESTIONS****Is there Housing available at HSS?**

Housing is available, but **is not** guaranteed. In the past, housing has been provided to Clinical Fellows that have requested it. The **Human Resources Assistant Director** facilitates housing primarily for the Residents and Fellows.

**How do I request housing?**

To request housing, please contact the **HR Assistant Director** of Onboarding and Employee Services by e-mail at [moyless@hss.edu](mailto:moyless@hss.edu). If after an application is submitted you find alternate housing or have decided not to join HSS, please contact the **HR Assistant Director** to advise that you will no longer require housing to avoid a shortage to other Fellows in need.

**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 bedroom, 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 ranges from approximately 450 square feet to 600 square feet depending on location.

**One Bedroom:** is reserved for those who are living with a significant other. One Bedroom size ranges from 600 to 800 square feet depending on location. If additional one bedrooms are available at time of assignment, individuals with single family status will 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. Two bedrooms are not offered to those planning on having children. Two Bedroom size ranges 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 available units. Based on family status and other factors, the **HR Assistant Director** reviews all pertinent information and assigns housing based on that information.

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***Please note:*** placing Fellows with pets, especially dogs has become 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 Assistant Director* 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. For example, 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 require 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 refinished, 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.**

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There are several options. When you are assigned the apartment we try to provide a potential date when housing will be available. If possible, try 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 home nearby. If you do not have those options available, the **HR Assistant Director** will make arrangements for you to stay at temporary housing until the assigned 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 becomes available depending on availability and the circumstances. The temporary housing does depend on availability; therefore HSS does utilize it as the last option. If a stay in the temporary housing is necessary, the cost **will be the monthly rent prorated of the assigned apartment**. Once the assigned apartment becomes available you are expected to relocate upon that date.

**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. Housing is limited and costs vary depending on location. Any discounts from market values are subject to IRS regulations.

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Current rent rates are as follows:

Studio: \$1795 a month

One Bedroom: \$2000 a month

Two Bedrooms: \$2500 a month

Rent is paid to HSS directly via the first and last pay check of each month via **post-tax** payroll deductions. Actual rent above the stated rates will be imputed on a case by case basis.

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.

**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 Assistant Director** 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 Assistant Director** will contact you by e-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 Assistant Director** has 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

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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 Assistant Director***. 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 is **only** available to those living in HSS Housing. 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 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. If an increase 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. Inquire within for parking cost. Cost is deducted on a post-tax basis per IRS guidelines. Storage parking is located at 65 Street and 2 Avenue.

If **you are not within HSS Housing**, commuting to and from work, and need parking, parking is available. This is considered commuter parking, which means your vehicle must enter and exit the garage on a daily basis. You are not able to leave the vehicle overnight or for any extended period of time. If your vehicle is left overnight the garage will issue a ticket and are responsible for all charges.

Commuter parking cost as of February 2019 is \$295.00 per month. The IRS allows up to \$265.00 deducted pre-tax therefore, \$132.50 is deducted via pre-tax pay roll deductions the first and last pay check of each month. In addition, \$15.00 is deducted the first and last pay check of each month via post-tax payroll deductions. Parking cost is subject to change based on Hospital needs and is periodically reviewed for market cost increases. If an increase is

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required, all employees affected by the change will be notified at least 30 days in advance. Commuter parking is available at 63 Street and York Avenue and has flexible hours. The parking garage does have a valet system and does require an ignition key.

Should you require either type of parking, please contact the **Sean Moyles**: [Moyleless@hss.edu](mailto:Moyleless@hss.edu) or 212-774-2764 about one month prior to arriving at HSS to complete the required paperwork. It is **not necessary** to complete the paperwork more than 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 facilitates hospital housing until the end of a Fellowship. Once the Fellowship is over, Fellows are required to vacate the apartment for an incoming Fellow. Fellows can not stay in the HSS hospital housing after 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. We kindly request notice in writing at least one month in advance to the **HR Assistant Director** that you will be vacating with 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 as quickly as possible.

**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?**

If a Fellow is offered an attending position at HSS, housing must be vacated at the end of fellowship. HSS policy is not to provide housing to Attending. If a Fellow is offered an attending position somewhere else, the Fellow must vacate their HSS hospital housing.

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