



HUMAN RESOURCES DEPARTMENT

HOUSING: FREQUENTLY ASKED QUESTIONS

Is there housing available at Hospital for Special Surgery (HSS)?

All Residents are required to live in hospital housing per the Academic Training Policy.

How do I learn about housing?

Please contact Sean Moyles, Assistant Director, Onboarding and Employee Services via phone at 212-774-2764 or e-mail at Moyless@hss.edu.

Where is the housing located?

HSS housing for Residents is located at 310 East 71st Street, walking distance to the main campus.

How large are the apartments?

HSS has limited availability in housing; guidelines have been established based on family size, to determining size of housing offered. We offer unfurnished apartments, including: studios, one bedroom, 1.5 bedrooms, and two bedrooms. Two bedroom apartments are the largest accommodation that HSS provides. We do not offer three bedrooms or more.

Studios: are for those with single family status or those without a significant other. Studio size is approximately 600 square feet.

One Bedroom: are reserved for those who have a significant other. However, due to limited availability, incoming residents may be assigned studios until larger accommodations are available. If there are limited quantities of one bedroom units available, depending on family status, a lottery is held to assist assignments in an equitable manner. A one bedroom apartment is approximately 800 square feet.

One and a Half Bedrooms: are reserved for those who either 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 in the future). Once all Residents with children are placed in two or 1.5 bedrooms, any additional 1.5 bedrooms available will be assigned to PGY 5 or PGY 4 with a spouse or significant other, by seniority, that desire an upgrade.

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Two Bedrooms: are reserved for those who 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 in the future). A two bedroom apartment is approximately 1000 square feet in size.

Dimensions:

- Studio 12 X 19
- 1BR Liv. Rm. 20 X 12
Din. Rm. 10 X 8
Bed Rm. 14 X 10
- 1.5BR
- 2BR Liv. Rm. 28 X 12
Din. Rm. 12 X 7
Bed Rm. 14 X 10, Bed Rm. 11 X 10

Special Circumstance

In the event that a married or engaged couple consists of two HSS Residents or an HSS Resident and an HSS Fellow, that couple will be considered for a 1.5 bedroom once all families of the incoming class have been placed, as stated in the Academic Training Res/Fellows 21 policy.

Can I have a choice of an apartment?

Due to limited availability, we are unable to accept requests or provide a selection of what apartments are available. Based on family status and any other pertinent information, the HR Assistant Director will confirm the housing assignments. Apartments are not available to be seen until the move-in date. The HR Assistant Director will provide square feet and will describe the housing as best as possible to assist in planning. All apartments are occupied until move-in date.

Are upgrades available?

Prior to the match, Residents may declare their housing needs/desired upgrade for the following academic year as outlined in the AT Res/Fellows 21 policy. The Residents should provide their request to the *310 Housing Committee*, which will assign apartments in accordance to the policy. The HR Assistant Director will review all requests and provide

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Residents with the assignments, depending upon availability and uphold the guidelines set forth by the AT Res/Fellows 21 policy.

What happens if there is a family status change after assignments have been made?

In the event that there is an anticipated change in family status (e.g. a Resident is expecting a child), after housing assignments have been distributed, the Resident's needs will be taken into consideration, and an effort may be made by the HR Assistant Director to secure alternative housing, if available, as stated by the AT Res/Fellows 21 policy. If the Resident's needs are unable to be met at that time, the request will be reviewed during the subsequent March assignment period.

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. Most apartments require a 'turnover.' A turnover is a term that is used in the housing industry meaning sprucing up the apartment. This means that the apartment is reviewed for any signs of damage, repair, or any areas that need to be refinished before the new tenant takes occupancy. The apartment may be repainted, repaired if items need to be fixed, floors may be refurnished, and locks are changed. Incoming Residents whose apartments are ready for occupancy may move in the first week of June. Those whose apartments are not ready will stay in temporary housing until they are notified by the HR Assistant Director. While in temporary housing, Residents will be charged their pro-rated rent; the remainder of the fee is covered by HSS.

How much is it?

As of January 2019, the current rent rates are as follows:

- Studio cost is \$809 a month
- One Bedroom is \$894 a month
- One and a Half Bedroom is \$1008 a month
- Two Bedrooms are \$ 1126 a month

Rent cost is subject to change based on Hospital needs and rent market reviews. If there is an increase, all employees that will be affected by the change will be notified at least 30 days in advance of any increase. In the

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past, rent has been very stable and has not changed greatly, any changes made would be moderate.

For those Residents who have been offered a Fellowship at HSS and have been approved to stay at 310 East 71st Street may receive a rent adjustment. IRS guidelines require rent deductions for Fellows be withdrawn from the paycheck via post-tax deductions.

Residents pay rent to HSS directly via the first and last pay check of each month via pre-tax payroll deductions. The benefit of having rent deductions on a pre-tax basis is that it lowers your taxable income.

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

One month's rent is required prior to move-in date as deductions are generally not able to start until the second pay cycle. A security deposit in the amount of one month's rent is also required. The deposit will be returned once the apartment is vacated, and it has been determine no damage has incurred to the apartment. A housing license must be signed as well as a window guard notice with the security deposit.

HSS does not pay for moving fees or storage fees.

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

The HR Assistant Director provides this information as soon as it is available. It is the Assistant Director's goal to provide the housing assignments sometime between April to May.

How will I be notified, should I contact someone?

The HR Assistant Director will contact you via e-mail with your housing assignment. You do not need to contact anyone. Please keep in mind as soon as the assignments are available you will have them.

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 date.

What amenities are included?

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310 East 71st has a 24/7 doorman (security), elevator, and laundry facilities. Pets are allowed in the building. There is also a parking garage; however, space is limited. Parking cost as of January 2019 is \$309.00 per month via post-tax deductions.

Parking cost is subject to change based on Hospital needs and is periodically reviewed for market value increases. If there is an increase, all employees that will be 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.

If parking is full at the 310 garage, you may park at an alternate location as assigned by the HR Assistant Director. You will be notified when a spot becomes available at the 310 garage. Spots at the 310 garage are based on seniority and time spent on the waiting list.

How long is housing provided?

HSS provides hospital housing until the end of residency. Once residency is over, Residents are expected to vacate apartments one week after the beginning of the clinical rotations for the new academic year. Should a Resident be offered a Fellowship at HSS, the Fellow should contact the HR Assistant Director as soon as possible to determine cost and availability. If a Resident is granted permission to stay during their Fellowship, they must vacate three days after their Fellowship finishes.

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 at least a month in advance to notify the HR Assistant Director in writing that you will be vacating and provide an approximate date. Should HSS require the apartment to accommodate a Resident, then you may be asked to vacate the apartment with at least a month of notice to be relocated. The HR Assistant Director will assist you in locating HSS hospital housing that accommodates family status.

When are Fellows expected to vacate their HSS hospital housing?

We request Fellows vacate no later than three days after their last day worked, so we can turnover the apartment.

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What if I leave in the middle of a month, do I still pay a full month's rent?

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

What if I become an Attending at HSS, what happens to housing?

If a Fellow is offered an Attending position at HSS, HSS requires that the Attending vacate to provide the housing to another that needs it. HSS policy is not to provide housing to an Attending. If a Fellow is offered an Attending position somewhere else, the Fellow must vacate their HSS hospital housing.

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