



Department of Real Estate Development + Facilities (RED+F)
NYULMC Housing Services, One Park Avenue, 10th floor, New York, NY 10016
housing@nyumc.org • tel: 212 263 5025 • fax: 212 263 7500

For Office Use Only

HOUSE STAFF HOUSING APPLICATION

DATE EMPLOYMENT BEGINS MM/DD/YY ☐ Yes ☐ No IS THIS A REQUEST FOR A TRANSFER? IF YOU HAVE PREVIOUSLY APPLIED, DATE MM/DD/YY

NAME GIVEN/FIRST FAMILY/LAST

MAILING ADDRESS STREET APT # CITY STATE/COUNTRY ZIP/POSTAL CODE

Email Address: Telephone Number ()

Employment PGY Level

Payroll ☐ NYU Hospitals Center ☐ NYU School of Medicine ☐ Bellevue/Other Payroll

Department/Unit where employed

Household Size ☐ Single ☐ Married or Domestic Partnership (documentation required)*

Housing Request, please rank order Studio One Bedroom Apt Two Bedroom Apt

Preferred Price Up To \$ If you have a pet, specify breed and weight:

NOTE: PETS ARE NOT PERMITTED IN ALL APARTMENTS

Name(s) & Relationships of those who will live with you:

***Applications for couples/family housing must be accompanied by documentation. See Couples/Family Housing Policy.**

I warrant and represent the accuracy of the information I have provided in this application or in any report by me concerning my household composition, employment status, personal information, or any other matters. The information I have provided on this form shall be an addendum to my housing lease ("Lease"). It shall be deemed a material violation of my Lease if any statement or information provided by me shall prove to be false, or should I fail to report changes or corrections.

If I am applying for Couples/Family Housing I, the undersigned, declare I am eligible to reside in NYU Langone Medical Center Couples/Family Housing and that I share a qualifying relationship as evidenced by marriage or domestic partnership. I have attached the required documentation. I attest that each household member made part of my application qualifies under the *Policy on Couples/Family Housing* and each resides with me. I understand that Couples/Family Housing will be allocated under the guidelines overseen by the Real Estate and Housing division.

SIGNATURE

DATE

This application may be completed and submitted via email as a PDF (not a jpg.)



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For House Staff and Clinical Fellows Applying for NYULMC Housing:

If you are incoming (new to NYULMC) house staff: **Please do not submit applications earlier than Match Day** of the year of your starting work at NYULMC. Applications and supporting documents must be submitted as hard copies (faxes are okay) or scanned forms turned into PDFs (not JPEGs). Please see also the following information.

In accordance with the guidelines established by the Graduate Medical Education Committee, housing priority each spring is given to incoming PGY 1s and 2s coming to NYULMC from outside the New York City metropolitan area. Housing offers will be made to eligible applicants by random number. Regrettably, even in that group, housing is not guaranteed, due to short supply. If you remain interested in Medical Center housing after July 1 of the year you start work here, you will need to reapply on or after July 1, because your previous application will become inactive.

Current staff: We are happy to add your name to our waiting list but the list is long. Housing preference each spring and summer is given to incoming staff (see above).

When you are filling out the housing application, please be aware of the following:

- The form should be filled out legibly and completely and the required documentation of your household size (unless you are single) must accompany the application when you submit it. Please do not submit these separately.
- Please give thoughtful consideration when stating your preferences, such as your upper rent limit or building.
- **Be sure to write your email address legibly in the space provided on the application.** The means of communication with you regarding your housing request will be via email. It is important that you notify us of changes in any of your contact information. If you will be traveling or will not have access to email, you must have someone else access your email or provide us with an alternate email address. We assume that no response to our offer, means 'not interested'. Housing Services is not responsible for missed emails or deadlines, undelivered telephone messages, or delays in surface mail.

The Housing website <http://redaf.med.nyu.edu/housing> includes, under the Off Campus Housing tab, links to NYU's preferred real estate broker CitiHabitats, and to buildings that rent directly to tenants without requiring a broker. CitiHabitats will discount their commissions for NYU affiliates.

In the House Staff-restricted area of the website (log in required) is information on the Lease Guaranty program, which can assist eligible house staff with meeting some landlords' financial requirements; Current guaranty limits are up to \$1800 for a studio and up to \$2200 for a one-bedroom apartment. You can log into that area after you receive your e-mail account and password from the House Staff office, following the confirmation of your employment. If you have trouble logging in, please contact the IT department.

If you have any questions about your application, please email them to housing@nyumc.org
Best of luck with your career.



Employee Rent Prices 2013-2014*

Building	Security Guard	Studio	One Bedroom	Two Bedroom**
Greenberg Hall	Yes	\$1455-1575		
Lipton Hall	Yes	\$1785-1905	\$2250-2405	\$2945-3200
Waterside Plaza	Yes	\$2005	\$2305	\$3645

*Prices and locations are subject to change and to availability.

**Very limited availability

NYULMC Maximum Housing Occupancy Guidelines

Unit Size	Eligible Occupancy
Studio	Single eligible individual
	Couple
1 Bedroom	Couple with child
	Single eligible individual with child
	Couple
2 Bedroom	Couple with up to two dependent children
	Single parent with one or more dependent children



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Policy on Couples/Family Housing

Couples/Family housing may be available to NYULMC students, postdoctoral trainees (postdoc), house staff, and nurses, and their spouses, domestic partners, and minor dependents.

MEETING COUPLES/FAMILY HOUSING CRITERIA THROUGH MARRIAGE

- A. A couple who presents a valid marriage certificate is eligible to apply for family housing.
- B. Engagement to be married does not qualify applicants for family housing, unless the applicant meets family housing criteria through domestic partnership.

DOMESTIC PARTNERSHIP CRITERIA FOR COUPLES/FAMILY HOUSING

Definition:

Domestic partners are defined as two individuals who live together in a long-term relationship with an exclusive, mutual commitment similar to that of marriage in which the partners agree to be legally and personally responsible for each other's welfare and financial obligations.

NYC domestic partnership information: Please visit the following website:

http://www.cityclerk.nyc.gov/html/marriage/domestic_partnership_reg.shtml

To apply for NYULMC couples/family housing, domestic partners must fulfill the following requirements.

1. Current New York residents must have a New York City Domestic Partnership Agreement at the time of application. Those from outside New York City must present to the Housing Office a valid New York City Domestic Partnership Agreement within 30 days after arriving in New York City.

2. Be jointly responsible for each other's common welfare, intend to maintain a common residence indefinitely, and share financial obligations, as demonstrated, in addition to the NYC Domestic Partnership Agreement, by two (2) of the following which must have preexisted for a minimum of six months prior to occupancy:

- 1. A joint mortgage or lease
- 2. Ownership of an actively-used joint bank account, or joint credit account
- 3. Joint ownership of a home
- 4. Designation of domestic partner as primary beneficiary in a will or trust document
- 5. Assignment of durable property or health care power of attorney to domestic partner
- 6. Designation of domestic partner as beneficiary for life insurance or retirement benefits
- 7. Registered as domestic partners in another municipality or country
- 8. Other proof of prior co-habitation for a period of at least six months

CHILDREN AND QUALIFYING DEPENDENTS

For children, the eligible housing applicant must provide a valid birth certificate, final adoption papers, or passport indicating the parentage of the child, to the Housing Office.

A qualifying dependent is a person who has been declared as a dependent under the primary occupant's US tax return for tax year before the application for housing. Documentation concerning IRS Qualifying Dependents should be presented to the NYULMC Housing Office.

FALSIFICATION OF DOCUMENTATION

Falsification of documents and records, or failure to report changes in family or couple status will result in a loss of housing for the student or employee.