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Medicine at
Mount
Sinai

MSHS Real Estate Services

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WELCOME TO ISMMS STUDENT HOUSING

In an effort to make your housing experience in the Jane B. Aron Residence Hall a pleasant one, and to clarify some policies, we have assembled some of the most frequently-asked questions posed by students living in Aron Hall. The information below is in addition to the occupancy agreement you have (*or will have*) signed. Please contact the Real Estate Services office at (212) 659-9630 if you have any additional questions. Thank you.

ARON HALL FAQs

MOVING IN

Each Jane B. Aron Residence Hall bedroom is furnished with a full size bed (*please do not bring your own mattress*), dresser, desk, chair, bookshelves, and overhead lighting. These furnishings may not be removed or stored, if removed you will be held responsible for the replacement cost. The suite's living room is also furnished. Student's share a kitchen, living room, and bathrooms. You will need your own kitchen utensils, blanket, pillows, towels and linens.

DAILY LIVING

Q Is renter's insurance required?

A Renter's Insurance is not required, but recommended. The Medical Center's insurance does not cover occupant's personal property. Students are urged to purchase renter's insurance policies or to find out if their belongings can be covered under their parents' policies.

Q Whose responsibility is it to clean our suites?

A Primarily yours. Every effort is made to paint and clean rooms before every new move in. The suites' common areas (kitchens, living rooms, bathrooms) are cleaned annually during a building-wide summer cleaning project. Daily cleaning of the suite is the responsibility of suite occupants. If you feel that the common areas are in need of painting or other maintenance attention, please notify maintenance for an inspection through a BuildingLink request. Everyone in Aron Hall is a health professional and is expected to maintain reasonable standards of cleanliness.

Q How can I minimize the need for an exterminator in our suite?

A Bathrooms, kitchens, countertops, refrigerators, and stoves should be kept clean and dry; all food should be tightly packaged (*in plastic bags if possible*) and stored in cabinets. Trash should be bagged and taken out every day. Please place garbage down the garbage chute and don't leave garbage bags on the floor of the compactor rooms. Occupants may use pest control products (e.g., Combat). Please contact the Front Desk or create a BuildingLink maintenance request for professional pest control service if you experience any pest control problems.

Q What about disposal of sharps?

A All Medical Center staff and students should already be aware that there are strict regulatory requirements for disposal of sharps. All medical personnel are personally and, in New York State, professionally accountable for the proper disposal of such items. Sharps should not be taken from the clinical or research areas of the Medical Center. Any sharps which are removed inadvertently must be returned and disposed of properly in the appropriate containers. PLEASE DO NOT THROW SHARPS DOWN TRASH CHUTES OR PLACE THEM IN GARBAGE RECEPTACLES IN ARON HALL. Your cooperation in eliminating dangerous disposal practices is appreciated.

Q Does Aron Hall recycle?

A Yes, recycling is required in Aron Hall. Please follow recycling laws posted in the recycling rooms.

Q Are laundry facilities available?

A Yes, a laundry facility is available for student use on the 1st floor.

Q Is there an exercise/gym room?

A Yes, a fitness facility is located on the 1st floor and is available ONLY for student use.

Q Is there a student activity room?

A Yes, the quiet-study room and student lounge is on the 1st floor. The lounge is available for event use. There is no fee for use, but you will need advance approval. Please contact the real estate office or send an email to Housing@mountsinai.org.

Q Can student have vehicles on campus?

A Yes, students are allowed to bring their own cars. There is street parking along with private parking garages in the neighborhood.

Q Can students keep bicycles in Aron Hall?

A Yes, Aron Hall has indoor (27) and outdoor (28) bike storage spots (there may be a waitlist). All bicycles are registered with MSHS Real Estate Services Housing Office. For additional information see Building Link for the bicycle policy form

Q Can I bring a pet?

A No pets allowed. Dogs or animals of any kind are not allowed in J. B. Aron Hall unless special authorization is received from the MSHS Disability Office.

Q Is smoking permitted in Aron Hall?

A No. Smoking is **prohibited** in ALL areas of Aron Hall.

Q Should I try to contact my roommate before I come to the campus?

A We can only provide you with the names and emails of the current tenants.

Q Will my roommates all be first years like me?

A Most apartments are a mix of all 4 years of medical school.

Q What if I am married?

A Married students should submit a housing questionnaire application with requested documentation to the Real Estate Services office. Forms are available from the Real Estate office or online.

Q Are children allowed to visit the suites?

A No. Children are only allowed in the lobby.

Q Is subletting allowed?

A Yes, subletting is allowed ONLY for a three month maximum term with the permission of the Real Estate Services office. Please contact the Real Estate office for our policy prior to making any temporary plans.

Q Does Aron Hall have internet access?

A Yes, Aron Hall is wire and equipped with wi-fi access.

Q Is cable TV included?

A No, cable TV can be ordered through your local provider. You may contact the Real Estate Office for a list of providers.

Q Are there special arrangements for handicapped students?

A Yes. A student should indicate any special needs directly on their student housing application form or contact the Disability Office if you require a special accommodation.

Q What do I do if I have roommate problems?

A If problems arise, students are encouraged to resolve any roommate conflicts on their own before contacting the Real Estate office.

Q If I am a student at Mount Sinai and do not live in Aron Hall, do I have the same privileges as students living in Aron Hall?

A Yes, you have the same privileges, but students not living in Aron Hall MUST sign in at the front desk.

Q How can I promptly receive all my mail?

A The Mount Sinai Mail Room is responsible for sorting mail. The roster may not reflect the most recent changes, so when you move in/out or change suites it is important to make sure you enter your name and other requested information in the Apartment Change Book at the lobby desk. Be sure all your correspondents and subscriptions are notified of your new address, including your suite number. When you move out, your first class domestic mail will be forwarded for six weeks if you provide the clerk with your forwarding address. This is a separate process from notifying the Real Estate Services office of your new address via a vacating form.

BEDROOMS

Q What is the set-up of the Aron Hall rooms?

A All rooms are part of either 4 person or 6 person apartments. 2-3 people share a bathroom within the apartment. Each apartment also includes a common area to be shared amongst the members of the apartment.

Q Are the rooms air conditioned?

A Yes, all suites are air conditioned with through the wall incremental units.

Q Is the room furnished?

A Yes. Each room is fully furnished with a full sized bed, desk, chair, bookshelf, and dresser.

Q Is the common room furnished?

A Yes. The common room is also furnished with a couch, loveseat/chair, coffee table, side table, pantry, dining table and chairs. Also, each common room has a kitchen area with a stove/oven, refrigerator, and storage.

Q What are the other amenities in the room?

A Each room has its own temperature control – you have your own AC/heater. Also each room has a built in ethernet jack and phone jack. Each room also has a closet.

Q How large are the bedrooms?

A The rooms are approximately 110 square feet. Some are a little larger, others a little smaller.

Q Can I bring my own furniture?

A No, each room is already furnished. No outside furniture will be permitted to enter the building.

Q Can I bring my own mattress?

A Each bed comes with a mattress - - **no outside mattresses are allowed.**

RENT

Q When is my rent due?

A Rent is due on the first of each month. Late payments incur a late fee of \$25. MD Students are invoiced for their semester rent charges, along with Tuition directly by the School. Those waiting for financial aid disbursements must submit a letter verifying this from the Financial Aid Office.

Q Where do I pay my rent?

A You can mail you check to the address on your rent bill, drop off your check in the reception area of the Real Estate Office located at 1249 Park Avenue during business hours 9am-5pm, or you can put it in the lock-box at the doorman's desk in the Aron Hall lobby anytime. If you have any questions or problems with your rent account, please come and talk to us. We are eager to help you.

Q Is electricity included in the rent?

A No. One person in each suite becomes the responsible person for electricity bills which are shared by the suite occupants. Unless you are notified that your suite is currently completely empty, electricity should already be on in your suite. To establish an account contact Con Edison at 1 (800) 75-CONED.

TRANSFERS

Transfer policy information will be sent to students via email in January of each year.

Q How can I transfer from one room to another within Aron Hall?

A You may fill out a transfer request form which is available in the Real Estate Office or online. Transfers may be approved under the following conditions:

- a. At least 3 business days must be available to prepare a vacated room for a new occupant.
- b. The requested room has not already been assigned to someone else.
- c. The requested room is vacated promptly on the date scheduled.
- d. You must vacate your old room by 3:00 p.m. on the designated date.

Due to the constraints imposed by graduation, the start and end of the School's summer programs, and the arrival of first-year and transfer students, transfers cannot take place between July 1st and August 31st. Aron Hall is at highest occupancy and room turnover during the summer.

Q Is there a fee associated with transferring?

A There is no charge for a first transfer. A \$250 fee is charged for subsequent transfers to defray some of the associated costs. This fee will be waived if two years or more have passed since the last transfer.

Q What about transferring to couples housing?

A Students in Aron Hall who would like transfer to couples housing can submit a housing questionnaire/application with the requested documentation for transfer. Couples housing transfers will not be charged for the first transfer if they receive an offer. Additional transfers will be charged at \$300. Couples housing is based on availability and not guaranteed.

Q How can I terminate my housing agreement?

A The School's policy is that your occupancy agreement is written for the entire term of your enrollment as a full-time student in good standing. However, if you wish to permanently leave Mount Sinai housing you have an option to cancel your agreement as of **June 30** of each year by providing at least **30 days advance written notice** to the Real Estate Services. If you decide to cancel earlier, you must still pay until **June 30** of that year. Vacating Forms for this purpose are available in the Real Estate Office. Students who are graduating can vacate as early as March 31. These students are expected to vacate their Mount Sinai housing by the Sunday following graduation.

MAINTENANCE

Q How do I request a repair?

A Upon move-in you will be sent an email notification to register for BuildingLink. You may enter your request in Buildinglink or service log book at the lobby desk. If you don't receive a response within a reasonable period of time, do not hesitate to contact your superintendent or come into the Real Estate office. Emergency repairs or heating problems will be attended to immediately. Less urgent problems may take a bit longer.

MOVING OUT

Student occupancy agreements are written for the term of student enrollment. A non-graduating student who wishes to permanently leave Mount Sinai housing may be released from the occupancy agreement as of June 30th by submitting a **Vacate Notice** to the Real Estate Office on or before April 30th.

Non-graduating students who vacate their Mount Sinai housing prior to June 30, or without giving proper notice, will be responsible for their rent until June 30.

Graduating students must vacate Aron Hall on or before the weekend following graduation.

ON-LINE RESOURCES

The following links contain useful information, applications and policies.

<http://icahn.mssm.edu/education/students/housing>

<http://icahn.mssm.edu/education/students/handbook-policies>

In the event of a maintenance **EMERGENCY** situation...

During business hours: Please contact Building Staff or the **Real Estate Services at 212-659-9630**

After Hours: Notify the **Rose Associates Emergency Hotline at (212) 862-1674 IMMEDIATELY**

CAMPUS SECURITY: 212-241-6068

You can also call the Mount Sinai operator at (212) 241-6500 during off hours.

In compliance with Medical Center policy, students may not possess illegal drugs, firearms, and/or ammunition in any facility operated by Mount Sinai. Additional housing regulations and information are contained in the occupancy agreement and other documents.