



Weill Cornell Medicine

Housing

Weill Cornell Medicine Policy on Faculty Housing

POLICY STATEMENT

Weill Cornell Medicine recognizes the important role that housing plays in supporting the mission of the institution. Housing placement policies, procedures, and eligibility criteria have been developed to equitably allocate this limited resource. Priority for housing is given to new recruits; all residents of WCM Housing shall be governed by any Policy or practice that is then in effect.

DEFINITIONS

The following definitions apply to terms as they are used in this policy:

Full-Time Faculty	An individual employed by WCM who holds a full-time Research Faculty Appointment.
WCM Housing	All current and future housing operated by WCM.
Newly Recruited	An employee will be considered newly recruited for a period of six (6) months from the initial WCM date of hire.

ELIGIBILITY

WCM employs the following guidelines when making an initial offer of Housing and reserves the right to offer varying terms or to change the term of eligibility at any time. Full-time employment status must be maintained while residing in WCM Housing.

- Full-time Faculty are eligible to be domiciled in WCM Housing for an aggregate period not to exceed 10 years.

APPLICATION

To apply for WCM Housing, eligible Faculty must complete the *Application for Faculty Housing* and submit all necessary forms to the WCM Housing Office.

Completed Applications must be electronically submitted to academic-staff-housing@med.cornell.edu.

Applicants are placed in queue on the Faculty Waitlist by receipt date of their completed application. **If an offer of housing is not made within six (6) months from the original application receipt date, the application will be removed from the waitlist (please refer to item D below).**

Department Completes Part I - The Department Administrator signature certifies that applicant has full-time appointment, has executed an offer of employment, and all information is true and accurate.

Complete Application - All approvals, required signatures, and supporting documentation have been submitted to the Housing Office. Incomplete applications will not be processed.

Part II – To be completed by applicant

Family Housing- If applying for family housing, each individual who will be domiciled in the apartment must be listed on the application. Supporting documentation is required if an individual is an Eligible IRS Dependent please refer to the *Policy on Family Housing* for more information.

OFFER OF HOUSING GOVERNED BY

1. If an accommodation for housing can be made, an offer will be made no earlier than 45 days prior to the date housing is required.
2. Applicants must accept or decline a legitimate offer of housing in writing within five business days of the WCM Housing Offer.
3. A legitimate offer of housing is based on occupancy requirements and availability; building/apartment preferences or any other criteria are not considered.
4. Individuals who decline a legitimate offer of housing may request a one-time reactivation of their application. The applicant's ordinal position on the wait list will be changed to reflect the reactivation date and maintained until second offer of housing is made or newly recruited status expires, whichever occurs first.
5. When an offer of housing is accepted, occupancy must be taken not more than sixty days from the date of the WCM Housing Offer, otherwise the offer will be invalidated, and the applicant will be removed from the waitlist.

OFFER OF HOUSING CONDITIONS

WCM housing must be the primary residence of the Faculty Member, and the individual to whom an offer of housing is made must occupy the apartment. Subleases or private arrangements for another person to occupy the apartment are not permitted. Violations of this provision may result in immediate termination of the WCM Housing License Agreement. Occupancy as a Secondary Resident, as authorized by the Housing Office, is based solely upon the Secondary Resident's relationship to the Primary Resident. A Secondary Resident has no independent right of occupancy, and a Secondary Resident's occupancy shall terminate immediately upon the termination of the Primary Resident's Agreement or upon the termination of Secondary Resident's relationship to the primary resident, whichever occurs first.

Eligible persons under this policy may occupy only one apartment unit within WCM Housing.

Currently housed individuals may request an apartment transfer only if their family size increases or decreases. Documentation confirming a change in family status must accompany an application for a *Change in Status*. A change of status applicant falls to a lower priority on the waitlist and placement in another WCM unit is not guaranteed. Residents approved for transfers may be required to pay prorated painting and cleaning changes on the vacated apartment in accordance with formulas established by the Housing Office.

Residents who are no longer employed full-time by WCM or lose housing eligibility status under this policy are expected to vacate WCM Housing when either dates are met, whichever is earlier.

MONTHLY HOUSING FEE PRO-RATION SCHEDULE

WCM housing license fees (rent) are pro-rated by the day of check-in or on a weekly basis depending on the property. Please contact the Housing Office for the current schedule and arrange your arrival dates accordingly.