



Weill Cornell Medicine

Housing

Weill Cornell Medicine Policy on Postdoctoral Associate Housing

POLICY STATEMENT

Weill Cornell Medicine (WCM) 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 the Terms and Conditions of the Housing License Agreement and the Policy or practice that is then in effect.

DEFINITIONS

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

Postdoctoral and Research Associate	An individual employed by Weill Cornell Medicine who holds a full-time appointment as defined in the Academic Staff Handbook.
Full-Time	An individual who is employed by WCM a minimum of 35 hours/week.
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 date of hire.

ELIGIBILITY

WCM employs the following guidelines when determining eligibility 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.

1. Newly Recruited Full-time Postdoctoral Associates are given eligibility up to a five (5) year period.
2. Newly Recruited Research Associates, on a space-available basis, are eligible up to three (3) years. (A Postdoctoral Associate who is promoted to Research Associate while a resident of WCM Housing maintains an aggregate of five years eligibility).
3. A Postdoctoral or Research Associate, who is promoted to a Faculty Title at the Instructor level or above while a resident of WCM Housing may be eligible for an extension of housing under this Policy. The aggregate tenancy in WCM Housing cannot exceed a period of ten (10) years under any combination of titles unless otherwise approved by WCM.
4. A Postdoctoral Associate with a break in service to the institution, who has previously resided in WCM Housing and acquires a new appointment, is granted eligibility up to an aggregate of five (5) years.

APPLICATION

To apply for WCM housing, eligible Postdoctoral Associates under this policy must complete an *Application for Postdoctoral Associate Housing* and submit all necessary forms to WCM Housing at academic-staff-housing@med.cornell.edu

Department Completes Part I - The Faculty Sponsor's signature in Part I certifies that the applicant's full-time appointment information is true and accurate.

Complete Application - All information, approvals and signatures requested must be provided. Incomplete applications will not be processed.

Supporting Documentation - If applying for family housing, documentation verifying the relationship of additional occupants to the applicant must be provided (e.g. marriage certificate, birth certificate(s), IRS dependency, domestic partnership). Please refer to the *Policy on Family Housing* for more information.

An applicant is placed in queue on the Postdoctoral Associate Waitlist based on the receipt date of the completed application. When an applicant loses newly recruited priority status, the individual is removed from the waitlist. (see Newly Recruited Definition).

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 single legitimate offer of housing in writing within five (5) business days of the WCM Housing offer.
3. A legitimate offer is based on occupancy requirements, not building/apartment preferences, price point nor any other criteria.
4. An apartment share is a legitimate and permanent offer of housing, limited to those who plan to reside in WCM housing as a single individual for the duration of one's eligibility. Shared housing is not considered provisional or transitory.
5. Individuals who decline a legitimate offer of housing may request a one-time reactivation of their application. The applicant's ordinal position on the waitlist will be changed to reflect the reactivation date and maintained until a second offer of housing is made or his/her priority status expires, whichever occurs first.
6. When an offer for housing is accepted, the individual must take occupancy within thirty (30) days of 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 Postdoctoral Associate, 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 jeopardize the tax-exempt status of the institution and may result in immediate termination of the WCM Housing License Agreement.

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 a *Change of Status* application. 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 charges on the vacated apartment in accordance with formulas established by the Housing Office.

Individuals currently in shared housing who are promoted to a Faculty Title at the Instructor level or above must vacate shared housing.

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.

RENT PRO-RATION

WCM pro-rates its housing by quarter of the month according to the following schedule. Please arrange your arrival dates accordingly.

Move-In Date	Amount Due
1 – 7	Full Month's Rent
8 – 14	3/4 of Monthly Rent
15 – 21	1/2 of Monthly Rent
22 – 28	1/4 of Monthly Rent
29 – 31	-0-