

**Policy on Temporary Occupancy of Apartment Space within WMC
Housing Buildings during Approved Academic or Medical Leave of
Absence and Electives**

Effective 1/1/01

POLICY STATEMENT

The WMC Housing Office is responsible for reviewing and approving all requests for temporary occupancy within its buildings from primary occupants who will be away due to academic/medical leaves or electives. Because of the specialized nature of our institutional housing, temporary occupancy can be authorized only on a limited basis. A variety of factors (timing of temporary occupancy, current need, roommates involved, building, etc.), may cause a temporary occupancy request to be denied. *The Policy on Temporary Occupancy of Apartment Space within WMC Housing Buildings during Approved Academic or Medical Leave of Absence and Electives* has been developed to provide a consistent format to review temporary occupancy requests. WMC housing occupants wishing to request approval of a temporary occupant in their apartment or apartment space must comply with the conditions and procedures outlined in this document.

REASON FOR POLICY

The WMC Housing Office has a relatively small number of housing units available for distribution among its students, postdoctoral trainees, faculty and other qualifying affiliates. Strict eligibility requirements have been defined to assure that housing is allotted in a fair and equitable manner. Similarly, the Housing Office must evaluate the issues and circumstances associated with temporary occupancy requests so that the scarce resource of housing is not inappropriately allotted, if only on a temporary basis. This policy defines the term "temporary occupancy" and other relevant terms, identifies WMC Housing space available for temporary occupants, provides a format for individuals to request approval for temporary occupants and identifies conditions and restrictions under which temporary occupancy may be authorized.

WHO SHOULD READ THIS POLICY

- All current and prospective WMC housing occupants.
- WMC faculty, staff, administrators or any other individual who may sponsor or in any way assist a current or prospective WMC housing occupant.

DEFINITIONS

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

WMC Dormitory Agreement	The <i>Terms & Conditions</i> which all WMC housing occupants accept by signing their housing agreement.
Primary Occupant	Housed individual whose affiliation/relationship with the Medical College provides a (limited) housing eligibility status for self (& family).
Hsg. Eligibility Expiration	Date after which a primary occupant is no longer eligible for and must vacate WMC Housing.
Temporary Occupancy	The temporary transference of the <i>WMC Dormitory Agreement</i> from a primary occupant of record to another approved individual during a period in which a primary occupant geographically relocates for a WMC approved medical or academic purpose. Temporary occupancy does not confer any rights on a temporary occupant: all rights and responsibilities are vested solely in the primary occupant.
Temporary Occupant	Individual (not otherwise eligible for WMC Housing) approved by the WMC Housing Office to temporarily reside in space/apartment of a current primary occupant.
Illegal Temporary Occupant	A temporary occupant not authorized by the WMC Housing Office or one which does not abide by all procedures and conditions of the <i>Policy on Temporary Occupancy of Apartment Space within WMC Housing Buildings during Approved Academic or Medical Leave of Absence and Electives</i> .
Terminal Temp. Occupant	Temporary occupant with an end date which generally coincides with the primary occupant's housing eligibility expiration or anticipated apartment re-assignment. For those graduating in May of a particular year, a temporary occupancy request will

not be approved if it extends beyond April 15 of the year of graduation.

WMC Housing Buildings

All on-campus housing buildings operated by the WMC Housing Office including: Lasdon House, Livingston-Farrand, 442/444 East 77th Street, and Olin Hall. As of the date of this policy, Lasdon House, 442/444 East 77th Street, and Livingston-Farrand may have temporary occupants.

Long-Term Guest

An individual approved to visit a primary occupant for more than seven (7) consecutive days or more during a period in which a primary occupant remains in WMC Housing as the responsible host of the visitor.

ELIGIBILITY

To ensure equitable distribution and appropriate use of space, certain individuals/types of housing space are ineligible to temporary occupants as defined below:

Ineligible for Temporary Occupant

- Olin Hall Rooms
- Individuals who are participants of "special group programs" at the Medical College (Urban Semester Program, Physicians Assistants, Electives, Visiting Fellows, etc.)
- Occupants requesting a "terminal temporary occupancy".

RESTRICTIONS

The following restrictions apply to the temporary occupant of apartments/ apartment space within WMC housing buildings:

- Applications must be submitted at least one (1) month in advance of the requested temporary occupancy start date. Applications submitted less than one (1) month prior to requested temporary occupancy will not be accepted (see Section 3 under "PROCEDURES" below).
- Primary occupants not occupying Family Housing must also complete the "Roommate Authorization" section on the back of the Application form. Applications for temporary occupancy within a single apartment space will not be accepted unless this section of the form is fully completed and executed.
- All information submitted on the *WMC Housing Temporary Occupant Application* form must be complete and accurate. Failure to provide complete and accurate information may result in denial of the temporary occupant request and/or future temporary occupant privileges.

- The WMC Housing Office has sole discretion in approving temporary occupant requests. No temporary occupancy can occur without the prior written approval of the WMC Housing Office.
- Primary occupants may not use outside agencies or place any announcements of space available appearing in any off campus location (except those intended for the WMC Community or those sites specifically intended for medical students at other institutions) for the purpose of locating temporary occupants.
- Temporary occupants and primary occupants must adhere to this policy and all *Terms and Conditions* of the *Dormitory Agreement*. Failure to do so will be considered an illegal temporary occupancy and will result in a fine of \$500 (primary occupant) and immediate eviction (temporary occupant). Additional sanctions including any or all of the following may also result: loss of housing privileges (primary occupant); additional fines; other administrative sanctions.
- To accommodate the housing assignment process, temporary occupants are typically restricted to the months of October through April. Exceptions are considered for occupants residing in an apartment where all apartment occupants will remain for the upcoming year.
- The duration of a temporary occupancy must be no less than four (4) weeks and no more than four (4) months. Occupants leaving the WMC community for more than four (4) months must officially check-out and be re-assigned (through normal assignment procedures) upon their return.
- Student requests for temporary occupants will be approved for verified academic purposes or medical leaves only.
- Temporary occupancy will not be approved unless the approved academic leave or elective of the primary occupant takes place outside of the New York / tri-state metropolitan area.
- No pets are allowed in WMC Housing. Primary occupant will be fined \$500.00 and temporary occupants will be terminated if pets are found in an apartment with a temporary occupant.

PROCEDURES

Any primary occupant wishing a temporary occupant to occupy his or her apartment/apartment space must follow all steps referred to in this policy and as outlined below:

1) Request and read the *Policy on Temporary Occupancy of Apartment Space within WMC Housing Buildings during Approved Academic or Medical Leave of Absence and Electives*. The primary occupant is responsible for forwarding a copy of this Policy to a prospective temporary occupant with instructions to read and review carefully. Questions regarding this Policy should be referred to the Housing Office.

- 2) Complete the WMC Housing *Temporary Occupant Application*. Respond completely and accurately to all request for information.
- 3) Submit the completed WMC Housing *Temporary Occupant Application* to the WMC Housing Office (Lasdon, 2S). Submission of this Application does not guarantee approval. Temporary occupant Applications must be submitted at least one (1) month in advance of the requested temporary occupancy. ***The Housing Office will NOT accept Applications less than one (1) month in advance of the temporary occupancy date.***
- 4) Attach a copy of the approved leave of absence letter or approval of an elective outside of the NY metropolitan area from the institution granting the elective.
- 5) Attach a copy of a clear official Photo ID (drivers license, passport, military ID, or school) of the temporary occupant.
- 6) The Housing Office will respond to temporary occupancy Applications within five (5) business days. Further information may be requested, or if the temporary occupant is approved, additional instructions and procedural clarification will be provided at this time.

CONDITIONS OF APPROVED TEMPORARY OCCUPANCY

All parties to an approved temporary occupancy are subject to special conditions including (but not limited to) the following:

- Temporary occupants are responsible for all *Terms & Conditions* specified in the *WMC Dormitory Agreement*.
- Privileges as outlined in the *Terms & Conditions* of the *WMC Dormitory Agreement* do not apply to temporary occupants (gym, squash court, etc.).
- WMC reserves the right to remove temporary occupants from WMC Housing Facilities for any reason at any time.
- Temporary occupants and their guests must adhere to stated building access procedures and security policies at all times. Temporary occupants must obtain and wear Housing ID Badge at all times while in the public areas of the Housing Buildings. Temporary occupants must return ID Badges to the WMC Housing Office upon vacating WMC Housing.
- A \$50 refundable deposit will be required for ID Badges issued to temporary occupants. There will be a \$50 fee to replace lost or stolen ID badges issued to temporary occupants. Temporary occupant forfeits the deposit if he/she fails to return his/her temporary ID.
- Temporary occupants must obtain and return keys and ID Badge directly to and from primary occupant. Housing personnel will not be responsible for

holding or issuing keys, ID Badge or any other materials to Temporary occupant.

- Primary occupant cannot charge temporary occupant a higher rental rate than the rate that WMC Housing has established for that apartment/apartment space.
- Temporary occupant pays all rental fees directly to the primary occupant; primary occupant continues to pay all housing fees to WMC during his/her absence.
- Primary occupant may request refundable security deposit from temporary occupant. WMC is not responsible for any loss or damage to personal property of the primary occupant or his/her roommate(s), nor to that of the temporary occupant. Apartment damage or losses caused by temporary occupant will be charged to the primary occupant(s) of the apartment.
- Primary occupant and temporary occupant must agree upon mechanisms for the payment of other expenses privately (i.e. utilities, phone, TV cable).
- Temporary occupant must have a photo ID at all times while in WMC Housing.
- WMC is not responsible for any transactions between the primary occupant and the temporary occupancy including a security deposit, utility bills, etc.