The Rockefeller University Housing Policy

Policy Statement

The Rockefeller University (“University”) recognizes the importance of a housing program as a critical recruitment and retention tool given the high cost of living in the New York metropolitan area. The University’s goal is to provide housing-eligible members of the University community with a home that is:

- in close proximity to laboratories and campus facilities
- safe and secure
- affordable
- responsive to the needs of young scientists and families with children

Apartment Inventory and Rental Rates

The University has a rental stock of 750 apartments, including studios, one-, two-, and three-bedroom units, located on or in close proximity to campus. Most of the apartments are in full-service buildings with a variety of amenities. In addition, 50 furnished on-campus guestrooms are available at competitive rates on a nightly, weekly, and monthly basis.

University housing rents are based on a methodology outlined by the Internal Revenue Code Section 119(d). The formula regulates the minimum rent that can be charged to an employee without imputed income being assessed. These safe-harbor rents are adjusted annually and are re-set, as needed, following property appraisals performed every three to five years.

Eligibility

Affiliates eligible for University housing (“affiliates”) are individuals with full-time academic appointments, senior administrators (AVP and above), and students.

When the demand for housing exceeds availability, priority is given to newly recruited tenured and tenure-track faculty and to postdoctoral associates/fellows who seek University housing.

University apartments must be the primary residence of the affiliate. Continuing documentation of primary residence may be requested by the University at any time.

Visiting students, fellows and faculty may be eligible for temporary housing if they do not have housing in the local area. Guest Investigators (formerly known as “Members of the Adjunct Faculty”) are not eligible for University housing.
Termination/change of employment status

Affiliates who are leaving the University will, under normal circumstances, be permitted to extend the occupancy of their apartments for up to 30 days following the commencement of ineligibility.

Affiliates who become only temporarily ineligible for housing, may, with the prior written consent of the University, remain in their apartments during the agreed-upon specified temporary period.

Affiliates who are moving to a housing-ineligible position at the University may remain in their apartments for 60 days following their change to housing-ineligible status.

Lease Agreements and Renewals

The University leases its units to affiliates for terms of 12 months. Annual lease renewals are contingent upon the affiliate’s maintaining housing eligibility, using the unit as a primary residence, and complying with all terms of the lease agreement. If the unit is not used as a primary residence of the affiliate, or if an affiliate who resides elsewhere allows occupancy of the apartment by a person or persons who are not housing-eligible, the University reserves the right to terminate the lease or to adjust the rent.

Retirees, Emeriti, Surviving Spouses and Domestic Partners

Emeriti or Faculty eligible to retire*: Faculty emeriti or faculty eligible to retire and, in the event of their death, their surviving spouses or domestic partners at the time of the affiliate’s retirement or retirement-eligibility date, can remain in University housing without limitation, provided that it is the primary residence and that there is compliance with all terms of the lease agreement. The University reserves the right to transfer the tenant to a smaller unit.

If an affiliate in this category has remarried or entered into a new domestic partnership after his or her retirement, the surviving spouse or domestic partner of the faculty emeritus may remain in the University apartment for one year following the death of the affiliate.

Retirees (other than Emeriti): The University permits a retiring affiliate who was in affiliate status for at least 15 years prior to retirement to remain in his or her apartment for a period of one year following retirement, provided that it is the retiree’s primary residence and that there is compliance with all terms of the lease agreement. A retiring affiliate with fewer than 15 years in affiliate status is permitted to remain in his or her apartment for six months after

* Minimum requirement of age and years of service equaling 80 or age 65 and 10 years of service.
retirement provided that it is the retiree’s primary residence and that there is compliance with all terms of the lease agreement.

**Surviving Spouses and Domestic Partners of Non-Emeriti:** A surviving spouse or domestic partner of an affiliate other than an emeritus who, at the time of his or her death, was in affiliate status for at least 15 years may remain in the University apartment for one year following the death of his or her spouse or domestic partner.

A surviving spouse or domestic partner of an affiliate other than an emeritus, who, at the time of his or her death, was in affiliate status for fewer than 15 years, may remain in an apartment for six months following the death of his or her spouse or partner.

**Separation from Spouses or Domestic Partners**

**Academic Appointments (other than Heads of Laboratory and Emeriti) and Students:** In the event of separation or divorce between an affiliated tenant and his or her non-affiliated spouse or domestic partner, the non-affiliated spouse or domestic partner may not take over the lease agreement and must find housing off campus.

**Heads of Laboratory, Emeriti and Senior Administrators:** In the event of a separation between a head of laboratory, faculty emeritus or senior administrator and his or her non-affiliated spouse or domestic partner, the affiliate may apply for a second unit to be used by either the affiliate or his or her spouse or domestic partner. The non-affiliated spouse or domestic partner may remain in University housing for no more than six months following the provision of the second University apartment (if one is provided by the University) or following the time the affiliate vacates University housing, whichever is sooner.

**Application Procedure**

When demand for University housing exceeds availability, the affiliate may be wait listed based on the date the housing application was received. It is highly recommended that persons seeking University housing apply as early as possible. Two affiliates who are married or domestic partners should submit one joint application. Housing applications by affiliates must be completed and returned for approval to Human Resources, either by mail or fax at 212-327-8699. Once eligibility has been confirmed, Human Resources will forward the application to the Housing Office, which will contact the applicant to discuss the application. All questions concerning details of University housing should be directed to the Housing Office at 212-327-7970 or contact Sharisse Brown at browns@rockefeller.edu

Preferences regarding apartment size and location should be noted on the application, but are not guaranteed. The University tries to accommodate the first choice of apartment size and location, but it is often difficult to assign the first choice. Housing will attempt to present the
applicant with an offer 20 days prior to arrival, and the applicant has 24 hours to make a decision.

Graduate students are advised to refer to the Student Housing Handbook and the Dean’s Office for information concerning University student housing.

The Housing Office will typically notify the affiliate 30 days prior to his/her arrival of a unit appropriate in size for the individual’s household. The affiliate has two business days to accept or decline the offer. Applicants who have declined two offers and are staying in University guest accommodations or furnished shares are required to find private accommodations within 30 days of their second refusal. Individuals who decline a second offer may submit a new application one year following their refusal of the second apartment offered.

Once an offer of a University apartment has been accepted, the earliest move-in date is two weeks prior to the affiliate’s start date at the University. Rents will be pro-rated based on the confirmed move-in date.

Transfers

Applications for transfers will be accepted by the Housing Office after the tenant has resided in his or her apartment for a minimum of two years. Due to the high volume of new arrivals from May through October, new apartments will not be assigned to existing tenants during this period. In the period from November through April, transfers will be offered when appropriate apartments become available.

Affiliates experiencing life-event changes such as marriage, registration with government authorities of a domestic partner, child birth, adoption, financial hardship or divorce will be given priority and may be transferred throughout the year and without regard to whether they have occupied their current apartment for a minimum of two years, provided units are available. Transfer requests should be submitted as early as the date of the event becomes known.

The tenant has the right to decline two apartments offered for transfer. After a second refusal, the tenant may reapply for a transfer one year after the second refusal.

Co-Tenancies

Affiliates sharing a unit with other affiliates who are not immediate family members are required to enter individual co-tenancy lease agreements with the University. Rents for persons living as co-tenants will be pro-rated based on apartment size and the number of co-tenants in a unit. The termination of one or more lease(s) of a person or persons sharing a unit will not negatively affect the rent(s) established in the co-tenancy agreement(s) of the remaining tenant(s) for a period of three (3) months after which time the remaining tenant will be responsible for the full rent of the unit if they do not find another roommate.
Co-tenancies are permitted only where all the co-tenants are affiliates of the University. Persons who are not affiliates are not permitted to live in University housing unless they are spouses, domestic partners or immediate family members of affiliates.

**Reservation of University Rights**

The University reserves the right from time to time to change its housing policies. This policy statement is not intended to be and should not be regarded as a contract between the University and any person.