

The Beit Ephraim (Bayit) Housing Guidelines

Community Overview

Beit Ephraim is a communal housing institution run by Jewish students. Bayit residents identify with a wide range of affiliations, such as orthodox, secular, conservative, reform, and more

- Location: **535 West 112th Street**
- Units are dormitory style
- Columbia Residential manages leasing + billing for the Bayit

For information on staff who manage the building, including the superintendent and Portfolio Manager, please review the building profile for [535 West 112th Street](#).

Eligibility

- The Bayit is open to both graduate and undergraduate students
 - During the academic year (Fall + Spring) only full-time students at Columbia or affiliated schools (Columbia College and Engineering (SEAS), Barnard, or Columbia University Irving Medical Center) may live at the Bayit.
- Housing payments are billed through the Columbia University Student Financial Services account (SSOL). Students affiliated with the following schools are NOT eligible:
 - Teacher's College
 - JTS/List College (Unless enrolled in a dual degree program with Columbia and has an active UNI)
- Columbia/Barnard second-semester seniors who are part time are eligible to live at the Bayit.
- Columbia Residential does not offer short-term/Summer Housing, but eligible students can [sublet](#) their units to students or non-affiliates.
- Bayit residents are subject to Columbia Residential Housing Policies and Regulations as well as Bayit house rules.

Contacts

Residents at the Bayit have two main contacts within the house (non-Columbia Residential staff) - these are student elected positions:

- **Bayit External Manager** | bayitexternal@gmail.com
 - Deals with facilities questions, maintenance and housing, main liaison with Columbia Residential
- **Bayit Internal Manager**
 - Oversees all other board positions and house affairs + roommate conflicts

BAYIT EXTERNAL MANAGER (SP 21) | Noam Bechhofer (neb2162)

- [Bayit Website](#)

Application + Approval + Assignment Process Overview

Applying to the Bayit

- Prospective Bayit residents must fill out an application for residency directly with the Bayit + Interview + attend a dinner + community vote
 - Bayit has its own application process separate from Columbia Residential which includes a separate deposit payment with preference given based in seniority
- Applicants who receive and accept an **offer of membership** at the Bayit must then apply for housing with Columbia Residential via Housing Portal
 - Bayit students select *Beit Ephraim* under affiliation not “student”

School Information (Student)	
Affiliation:	Beit Ephraim
School/Division:	Barnard College
Department:	Music
Degree:	Bachelor of Arts
First Term Registered for this program:	Fall 2019
Anticipated Graduation Month/Year:	May 2023

- Bayit approved residents who already live in Columbia Residential Housing must submit a direct transfer request. The BBoard must also com

Approval + Assignment

- BBoard approved residents must submit a housing application through the **housing portal**.
 - Eligibility must be verified by Columbia Residential before applications are coded.
 - The housing Liaison can view and approve applications through the **liaison portal**
 - If student has an active CR application, they can be approved
 - Once applicants have applied and approved, they will be granted a selection appointment to choose their unit. The Bayit should let the student know which room to select during this process.
 - Bayit offers include the standard CR reservation fee payment of \$750 which is applied to their student account upon move-in.
 - To accept the offer, the incoming resident must choose a move-in appointment and pay the reservation fee before the offer expires (typically in two business days)
 - The housing agreement will be sent to incoming residents 10 days prior to move-in and must be signed within 48 hours of receipt. Residents will not be able to move in if the housing agreement has not been signed.

Housing Accommodations (Service/Assistance Animals and Bed Removal)

- Students wishing to bring a service/assistance animal to campus must be approved for **housing accommodations** by Disability Services prior to bringing their service/assistance animal onto campus. Residents must adhere to guidelines and procedures outlined in the **University Service and Assistance Animal Policy**.
- Bed removal from furnished apartments will only be allowed for medical or disability reasons and must be approved by **Disability Services**.

Transferring

- The BBoard must notify Columbia Residential when residents are approved to transfer rooms by email or through the **Bayit Room Assignment shared document**, which is viewable by the CR Liaison and Housing Specialist who manages the transfer process.
- The resident approved to transfer must submit a direct transfer request through the **Housing Portal**.
- Rooms must be taken as-is, meaning they will not be painted or cleaned. If maintenance work is required, the transfer may not be able to be accommodated.
- Transfers must occur within 7-14 days (1 to 2 weeks) from the date the unit is confirmed. Residents will be given **one business day** to complete the move in process.

Subletting

- Eligible students can **sublet** their units to students or non-affiliates.
- Residents must submit a sublet application for approval from the housing office before they ("Prime Tenant") allow anyone ("Subtenant") to occupy the apartment while the Prime Tenant is away.
- Columbia is not a party to the agreement with the Subtenant and does not collect rent, distribute keys, or mediate disputes. The sublet agreement is subordinate to the terms of the occupancy agreement/lease with Columbia, a copy of which the Prime Tenant must provide to the Subtenant.

Renewing Contracts

- Housing contracts for the Bayit are issued for the full year, the same as any other resident in Columbia Residential, unless the resident is graduating and no longer eligible for housing.
- At the end of academic year (May) automatic renewals are suppressed.
- Only residents extended by Bayit can be issued new agreements.
 - Bayit provides a roster of those extending to CR in April.
 - It is common for residents to be extended, but be reassigned to a different room, a list of approved room changes must also be provided to CR in April.
 - Renewals are made for another academic year or until they are no longer eligible.

Moving Out

- Prior to move-out residents must notify Columbia Residential by entering their vacancy information on the Moving Out tab of the **Housing Portal**. **Move-Out Information** is available on our website and will be sent to the resident two days prior to their scheduled move-out. **Cancellation fees** may apply.
- Once all personal items are removed, and keys are returned to the building superintendent or via the **Express Move-out box**, residents must complete Final Checkout through the **Housing Portal**. **Residents will be billed until all these steps are completed.**

Bayit Residents are subject to ALL Columbia Residential policies.