Students who want to Sublet

1. **Read** the [*Sublet Guidelines*](#).

2. **Find a Subtenant** - We recommend that you use the [OCHA Housing Registry](#) to list your room/apartment to find a subtenant (rather than advertising on other websites). Your room/apartment will be featured in the [CU-Managed Sublets](#) section of the website. This section can be viewed by Columbia students/affiliates and the general public.

3. **Apply** – Fill out and Submit the Sublet Application from your [Housing Portal](#).
   a) Log into your [Housing Portal](#)
   b) Click Sublet
   c) Click New
   d) Begin

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Here’s the information you will need to have ready to fill out the application:

**Tenant’s Information:**
Your address during the sublet term

**Subtenant’s Information:**
- Contact Information (includes; current address, telephone, and email)
- Columbia Affiliation (*if any*) or Other Affiliation (School or Employer)
- Emergency Contact Information (includes name, relation to subtenant, telephone, email)
- Additional Occupants (*if any*), (includes name, relation to subtenant, contact information)