

FACULTY/STAFF SUBLET APPLICATION

PLEASE NOTE:

Effective April 1, 2015, affiliates may no longer sublet for time periods less than 30 days.

Dear Faculty/Staff Tenant:

Please complete the attached application and follow the guidelines below in order to sublet your apartment.

- 1) You may sublet your entire apartment if you will be away from home during an approved leave of absence, sabbatical leave of absence or on vacation during the summer or winter intersession periods. You may not lease a room(s) in your home while you are living there. You may not sublease to another Columbia tenant.
- 2) We encourage you to sublet to a Columbia affiliate and to list your sublet in our Housing Registry which is available to affiliates who want to search for or list available housing. To do so, use the following link and click on the section entitled "Columbia Community Members" to sign up if you are a new user or log in if you already have an account. <https://ocha.facilities.columbia.edu/registration/index>
- 3) Your rent account must be current.
- 4) The sublet term must fall within your Columbia lease dates. If the sublet expiration date extends beyond your current lease end date, we can approve your sublet in two phases--first, through your lease expiration date and then, once you have signed your annual lease extension, through the end of the sublet term. We will email the lease extension to you once it is available.
- 5) You must retain your status as a full-time housing-eligible University affiliate and return to the apartment at the expiration of the sublet term.
- 6) As the prime tenant, you will remain responsible for the rent and all other terms/conditions of the lease.
- 7) If you sublet the apartment without obtaining authorization, Columbia has the right to not renew your lease and may take legal action against you and your subtenant to obtain possession of the premises.
- 8) Allow 7 working days for review and processing of your application.
- 9) Your department chair/dean/director must complete page 3 if a leave of absence or sabbatical leave is involved.
- 10) Complete page 4 of the application if you would like the Controller's Office to accept rent checks signed by your subtenant to be credited to your rent account.
- 11) Send the completed forms to: Jane Hunt, Faculty Housing Manager, 401 West 119th Street, New York, NY 10027 or scan and email to hunt@columbia.edu.

Sincerely,

Monica Kuth
Director of Leasing Services

Prime Tenant and Subtenant hereby understand and agree as follows:

Prime Tenant remains responsible for the rent and all other terms and condition of the lease with Columbia University.

Prime Tenant is a full-time affiliate of Columbia University and expects to continue such affiliation for the term of the sublease. Prime Tenant will resume residence in the subject premises at the expiration of the sublease. The lease and sublease shall terminate without further notice thirty (30) days after Prime Tenant ceases to be a full-time affiliate or fails to return to the apartment at the end of the sublease term.

Subtenant has no independent rights to the unit and will not be permitted to retain the apartment beyond the sublet term. Permission to sublet authorizes the use of the premises only to person(s) named herein.

Address and Apartment: _____

Sublet Term: _____

Signature of Prime Tenant

Date

Signature of Subtenant

Date

.....
FOR OFFICE USE ONLY

Columbia Approval Signature

Date

DEPARTMENTAL APPROVAL OF FACULTY/STAFF LEAVE OF ABSENCE OR SABBATICAL

A faculty/staff tenant requesting permission to sublet during an approved leave of absence or sabbatical leave of absence must have the department chair/dean/director complete and sign this form. (This form is not required for sublets during summer or winter intersession periods.)

Name of tenant: _____

Department: _____

School: _____

Leave of absence type: _____

Duration of leave (dates): _____

Name of Chair/Dean/Director: _____

Signature of Chair/Dean/Director

Date

REQUEST FOR PAYMENT OF RENT BY SUBTENANT TO COLUMBIA

I, _____, tenant of record, whose address is _____

In accordance with the terms of my lease, request that rent be accepted from my subtenant,

_____, from _____ to _____
Month/Day/Year *Month/Day/Year*

I understand that such rent will be accepted by Columbia solely as a convenience to me. My subtenant and I understand and agree that the acceptance of rent from the subtenant shall in no way be deemed a consent by Columbia for substitution of the subtenant as the tenant of record, nor shall such acceptance of rent create and landlord/tenant relationship.

Signature of Tenant of Record

Date

Signature of Subtenant

Date

Approving Signature
Columbia University Facilities

Date

Note: During the sublet period, rent bills will continue to be addressed to the tenant of record. Subtenant can pay the rent by opening the rent bill and mailing a check to Columbia as directed in the bill.