

# Office of Student & Residential Life

## SUBLET POLICY – APPLICATION

Students applying for a sublet must read the complete policy, which can be found in our Online Handbook on the Residential Life page under “Policies & Forms”.

The Office of Student & Residential Life Sublet Policy is designed to permit those students who will be away from their apartment for a period up to six months to sublet their space to another student. The policy ensures that the Office of Student & Residential Life, Campus Security, and the Resident Superintendent are aware of all occupants of the buildings.

Both the sublessor (on-campus student, paying rent) and sublettee (off-campus student) must complete and sign the sublet application. Applications must be submitted to the Office of Student & Residential Life at least five (5) business days prior to the start of the sublet. All sublets must follow the guidelines and procedures outlined below. The Sublet may not begin until an approved copy of the Sublet Application has been returned to the sublessor.

**It is the responsibility of both students to contact security regarding parking and card access to parking lots Grasslands II and laundry facilities.**

**GUIDELINES:**

1. Students may only sublet to other NYMC students, who live off campus, or NYMC student researchers.
2. Each sublet may be for no more than six months in duration during the course of one academic year. Sublets must have the prior approval of all roommates. Sublets may not exceed six months in total.
3. Students may not charge the sublettee more than their current housing charge.
4. The sublessor is responsible for all housing payments during the course of the sublet. Payment must be made to NYMC by the due date.
5. The sublessor is responsible for providing their keys to the sublettee. At the termination of the sublet, the sublettee must return all keys to the sublessor.
6. If the sublet agreement takes place when there is a vacancy in the apartment or new roommates are scheduled to move in, the sublettee and sublessor must be of the same gender.
7. Sublessors in Grasslands Housing will be provided parking and a key card (Grasslands II only) by the NYMC Security department. Questions regarding parking should be directed to NYMC Security.
8. The sublessor is responsible for any damages incurred during the approved sublet period.
9. The sublettee is responsible for following all rules and regulations as outlined in this handbook, certain violations may be subject to immediate termination of the sublet by the Office of Student & Residential Life.
10. Sublets may not commence prior to approval by the Office of Student & Residential Life.
11. Failure to obtain prior approval for a sublet will subject both the sublessor and sublettee to disciplinary action. At a minimum, the sublettee will be required to immediately vacate the apartment.

**Resident (Student Paying RENT) Missing Student Contact Info:**

Please identify an individual to be contacted by NYMC if you are determined to be missing . **MUST BE A U.S. RESIDENT**

Last Name:	First Name:	Relationship to Student:
Cell Phone:	Alternative Number:	Email:
Address:	City:	State:                  Zip

**Sublettee (Off Campus Student/Visitor) Missing Student Contact Info:**

Please identify an individual to be contacted by NYMC if you are determined to be missing . **MUST BE A U.S. RESIDENT**

Last Name:	First Name:	Relationship to Student:
Cell Phone:	Alternative Number:	Email:
Address:	City:	State:                  Zip



# Office of Student & Residential Life

## Sublet Application

Apartment #: \_\_\_\_\_ Room#: \_\_\_\_\_ Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Sublessor (Resident) Information		
<b>Last Name:</b>	<b>First Name:</b>	<b>Female</b> <input type="checkbox"/> <b>Male</b> <input type="checkbox"/>
<b>Car make/Model</b>	<b>Color:</b>	<b>Plate #:</b>
<b>Cell Phone:</b>	<b>Total Amount of Payment:</b>	
<b>Address While Away From Campus:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Program:</b>	<b>Anticipated Graduation Year:</b>	
<p>I apply to sublet my apartment for the dates indicated. I understand that I must make all housing payments by the due date. I further understand that the sublet may not exceed the dates indicated and that I am fully responsible for the actions of my sublettee and that I have read and agree to all of the above subletting terms.</p>		
<p><b>Signature:</b> _____ <b>Date:</b> _____</p>		

Sublettee (Visitor) Information		
<b>Last Name:</b>	<b>First Name:</b>	<b>Female</b> <input type="checkbox"/> <b>Male</b> <input type="checkbox"/>
<b>Car make/Model:</b>	<b>Color:</b>	<b>Plate #</b>
<b>Cell Phone:</b>	<b>Dept. Contact # (if Applicable)</b>	
<b>Off-Campus Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Program:</b>	<b>Anticipated Graduation Year:</b>	
<p>I apply to sublet the apartment listed above for the dates indicated. I understand that I must abide by the NYMC Student Housing and College policies and procedures listed and that the sublet will not exceed the dates indicated.</p>		
<p><b>Signature:</b> _____ <b>Date:</b> _____</p>		

Roommate Approval	
<p>As roommates of the sublessor we agree to the terms of the above sublet.</p>	
<b>Name</b>	<b>Signature</b>
_____	_____
_____	_____
_____	_____

