

## SUBLET REQUEST FORM

(THIS IS NOT A SUBLET CONTRACT)

## Please return this form to:

Mount Sinai Real Estate Division 1249 Park Avenue, 1<sup>st</sup> Floor New York, NY 10029 Tel: (212) 410-0307

Fax: (212) 831-3093 Email: Housing@mountsinai.org

Please	Print

TODAY'S DATE	<del>-</del>	
NAME		MALE/FEMALE (circle)
ROOM #	RENT AMOUNT	\$
PHONE		
DATES YOU WISH TO SUBLET YOUR ROOM:		
FROM:	TO:	

## IMPORTANT INFORMATION

- 1. YOU MAY SUBLET **ONLY** TO A MOUNT SINAI AFFILIATE.
- 2. YOU MUST SUBMIT THE SUBLET CONTRACT TO THE REAL ESTATE OFFICE PRIOR TO THE SCHEDULED SUBLET PERIOD. THE CONTRACT MUST BE SIGNED BY YOU, THE SUBLESS AND **ALL** SUITEMATES.
- 3. IT IS YOUR RESPONSIBILITY TO CONTINUE TO PAY YOUR RENT IN A TIMELY MANNER. YOUR SUBLESSEE PAYS YOU DIRECTLY.
- **4.** IT IS YOUR RESPONSIBILITY TO LET YOUR SUBLESSEE KNOW THAT HE/SHE WILL BE RESPONSIBLE FOR THEIR PORTION OF THE ELECTRIC BILL.
- 5. IT IS YOUR RESPONSIBILITY TO GIVE YOUR KEYS TO YOUR SUBLESSEE UPON HIS/HER ARRIVAL.
- **6.** IT IS YOUR RESPONSIBILITY TO OBTAIN YOUR KEYS FROM YOUR SUBLESSEE UPON YOUR RETURN.

## PLEASE DO NOT ASK ANY OF OUR DOORMEN TO ISSUE KEYS

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