

ARON HALL POLICY FOR TEMPORARY "SUBLET*" OF LICENSE

How to "sublet" your room while away from Aron Hall during the summer, during an elective or while on your Scholarly Year.

You may sublet your bedroom for all or part of the summer or while you are away on electives to a visiting medical student who will be rotating at Mount Sinai for an elective for a maximum of three (3) months. Aron Hall occupants going on Scholarly Year may sublet their bedroom for a longer term to Mount Sinai Master's students only.

The following criteria must be met: Once you have found an eligible subletter, you must submit to the Real Estate Office completed sublet forms (attached) which include the written notification from each of your suitemates. The visiting medical student must provide documentation certifying their official elective at Mount Sinai prior to the sublet period. The documentation should be emailed to housing@mountsinai.org. You will continue to be billed for housing and the temporary occupant will pay equal fees to you. It will be your responsibility to arrange for your sublessee to pick up your keys, pay the proper share of the suite's electricity bill, and return the keys to you. If the keys were lost, you would be charged for a lock change.

The completed forms (which includes your suitemates' signatures), must be submitted to the Real Estate Services office at least three (3) business days before the sublet is to begin. Please plan ahead.

Students are permitted to "sublet" their Aron Hall bedrooms to visiting medical students or Mount Sinai Master's students if the following criteria are met:

- A. Any student wishing to sublet must complete in advance the Student Sub-License Agreement available in Buildinglink or requested by email at housing@mountsinai.org. This form requires the written agreement of the other suitemates.
- B. Provide proof of affiliation with Mount Sinai during their sublet term (i.e. Mount Sinai photo I.D., documentation certifying their official elective at Mount Sinai prior to the sublet period)
- C. The student is responsible for making payments to the Real Estate Division promptly during the sublet period. The party subletting *pays the student the same fee*. **Students may not charge a higher rate than they themselves pay.**
- D. The student will be responsible for any sublet damage done to the bedroom or suite.

*The Student occupies as a licensee, not as a tenant. Therefore, the word "Sublet" technically refers to a sub-license of the space while the Licensee is absent.