

ARON HALL "SUBLET" POLICY/TEMPORARY ASSIGNMENT OF LICENSE

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

You may sublet your bedroom for all or part of the summer or while you are away on electives to an individual who will be affiliated with Mount Sinai during that period, not to exceed three (3) months unless special permission is granted by the Real Estate Services office.

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. You must also provide proof of affiliation with Mount Sinai during their sublet term (i.e. Mount Sinai photo I.D., letter of support from Mount Sinai department or program). 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 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 individuals who are or who will be affiliated with Mount Sinai if the following criteria are met:

- A. Any student wishing to sublet must complete in advance the Student-Sublet Agreement available by email request or in the Real Estate Office. 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., letter of support from Mount Sinai department or program)
- 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, not the sublet, will be responsible for any damage done to the bedroom or suite.