



SUBLET REQUEST FORM

(THIS IS NOT A SUBLET CONTRACT)

Please return this form to:
Mount Sinai Real Estate Division
1249 Park Avenue, 1st Floor
New York, NY 10029
Tel: (212) 410-0307
Fax: (212) 831-3093
Email: Housing@mountsinai.org

Please Print

TODAY'S DATE _____

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