

**FACULTY SUBLEASE APPLICATION**  
**Teachers College, Columbia University**  
**Office of Residential Services**

NOTE: Subleasing is only allowed during sabbatical leaves of absence

**Name of Prime Tenant:** \_\_\_\_\_

**Subtenant Information:**

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Date of Birth (DD-MON-YYYY):** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Cell Phone Number:** \_\_\_\_\_

**Current Employer:** \_\_\_\_\_

**Current Position:** \_\_\_\_\_

**Dates of Sublet (maximum of 12 months):**

**Begin Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**Names of others residing with Subtenant:**

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Date of Birth (DD-MON-YYYY):** \_\_\_\_\_ **Relationship to Subtenant:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Cell Phone Number:** \_\_\_\_\_

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Date of Birth (DD-MON-YYYY):** \_\_\_\_\_ **Relationship to Subtenant:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Cell Phone Number:** \_\_\_\_\_

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Date of Birth (DD-MON-YYYY):** \_\_\_\_\_ **Relationship to Subtenant:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Cell Phone Number:** \_\_\_\_\_

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Date of Birth (DD-MON-YYYY):** \_\_\_\_\_ **Relationship to Subtenant:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Cell Phone Number:** \_\_\_\_\_

**LAST TWO PLACE OF RESIDENCE FOR SUBTENANT**

**Address**

**Landlord's Name**

**Landlord's Phone**

\_\_\_\_\_  
\_\_\_\_\_

**BOTH PARTIES MUST READ AND SIGN THE BACK OF THIS DOCUMENT**

## Eligibility and General Information for Subletting a Faculty Apartment

1. Only Teachers College Columbia University tenants who are affiliates may sublet their room or apartment and only for the following reasons: (1). An approved leave of absence and (2) Sabbatical
2. The prime tenant must provide a copy of the signed sublet agreement to the Executive Director of Campus Services when this form is submitted. Sublet agreements may be obtained from most office supply stores or through an attorney.
3. Sublets will NOT be approved until lease renewal forms have been signed and returned.
4. Subtenants must include the following documentation with the application:
  - a. Passport-size photo of the subtenant (or photos, if the unit is for a couple or family)
  - b. Documentation of university or professional affiliation. For example, employment letter from Teachers College department in which you are working or teaching and photo ID from previous academic institution with a legible photo.
5. The prime tenant must retain Teachers College affiliation. If the prime tenant does not retain Teachers College affiliation, then the prime tenant and the sub tenant will surrender all rights to the apartment and must vacate.
6. Permission to sublet must be approved before the subtenant moves in and cannot be assigned to another subtenant. (If the prime tenant's rent is not current when they apply for permission to sublet, the application will not be processed until the full amount due is paid by certified check or money order).
7. In the event the prime tenant sublets without the College's consent, both the prime tenant and subtenant may be subject to legal action by the College to obtain possession of the premises.
8. Please keep in mind that the prime tenant will remain responsible for the rent and all other terms and conditions of the original license agreement so choose your subtenant carefully. You may only sublet to affiliates of Teachers College. The subtenant has no independent rights to the unit and will not be permitted to retain the apartment beyond the term of the sublet agreement.
9. The prime tenant may not charge the subtenant more monthly rent than the prime tenant is currently paying unless the unit is being sublet furnished. Subletting is only allowed for a maximum of 12 consecutive months every 5 years or September - December or January -May or June - August. These periods can be combined but only up to a maximum of 12 months every 5 years.
10. The prime tenant and subtenant are responsible for all rules, policies and guidelines in the housing license. The Office of Residential Services and Teachers College will hold the prime tenant responsible for any problems and/or damages that are directly or indirectly caused by the subtenant.
11. The Office of Residential Services may require the prime tenant to terminate their arrangement with the subtenant with due cause. Failure to terminate the arrangement could result in eviction proceedings against the prime tenant.

I have read, understand and agree to abide by the stipulations listed above as well as the rules and regulations of the housing license. I further attest that I have been given a copy of the housing license upon signing this agreement. The subtenant understands that this document and the housing sub license agreement supersede any written or verbal agreement made between the prime tenant and subtenant. The subtenant further understands that they hold no rights to the sublet apartment and will be required to vacate upon the termination of the agreement or sooner if deemed necessary by Teachers College Office of Residential Services.

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**Prime Tenant Name (Print)**

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**Prime Tenant Signature**

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**Date**

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**Sub Tenant Name (Print)**

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**Sub Tenant Signature**

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**Date**

**Approval: Not valid unless signed by Executive Director of Campus Services**

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**Executive Director of Campus Services**

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**Date**