

AUTHORIZATION FOR AUTOMATIC PAYMENT OF RENT

Apartment/Unit#: _____

Building Address: _____

For my benefit and convenience, I hereby authorize New York University to deduct from my salary the amount I owe for my rental of the Premises, I agree that:

1. If the rent (including any additional charges) of the premises exceeds the amount of the payroll deduction, I shall pay the excess rent owed to New York University the first day of the month; and
2. The authorization set forth herein applies to any change in the rent, so that if the rent increases or decreases, the payroll deduction amount will be increased, decreased and/or stopped accordingly; and
3. I am responsible for monitoring payroll rent deductions and for advising Cushman & Wakefield of any problem or discrepancies.
4. I hereby acknowledge that any changes to payroll rent deduction (PRD) will be submitted prior to internal deadline of the 15th of the month to ensure processing by the next pay cycle. Any requests submitted after the 15th of the month are not guaranteed to be processed for the next month.

Signature: _____

Print Name: _____

University Identification Number: _____

School & Department: _____

Position: _____

Start Date Requested: _____

Rent Amount: \$ _____ Misc. Charge(s): \$ _____

Total Deduction: \$ _____

Applicant is paid monthly _____ Applicant is paid bi monthly _____

(eligible)

(not eligible)

Note: Employees paid bi-monthly, Medical School and NYU Abu Dhabi employees and non-affiliate tenants are not eligible for automatic payroll deduction. Please contact Cushman & Wakefield for alternative payment methods.