



NYU

Faculty Housing
and Residential Services

Office of Faculty Housing
10 Astor Place, 7th Floor
New York NY 10003
212-998-2209

facultyhousing.sublets@nyu.edu

Leave of Absence or Sabbatical Form

Sublet Guidelines

1. A faculty member requesting permission to sublet during an approved leave of absence or sabbatical must have the Department Chair / Dean / Director complete and sign this form.
2. **This form is not required during summer or winter intersession.**
3. **This form is not approval of your sublease. A sublease agreement must be submitted to the Office of Faculty Housing prior to the start of your sublease. The sublease is then reviewed and approved by our office. The Sublease Agreement can be found on our website [here](#).**
4. Sublet agreements must be a minimum of 30 days.
5. The maximum monthly rate to be charged is your current monthly rent plus 10%.

Employee Information

Name: _____ Sublet Address: _____

N Number: _____ Leave Address: _____

Email: _____ Telephone: _____

Referral Information

School: _____

Department: _____

Sublet Start Date: _____

Sublet End Date: _____

Reason for Sublet: _____

Departmental Approval

Date Received: _____

Approval Signature _____ Approver Title: _____

Please submit the completed form to facultyhousing.sublets@nyu.edu

For additional information please contact the Office of Faculty Housing at (212) 998-2209.