

1st Date Stamp
(when received by office)

2nd Date Stamp
(when complete)

MORNINGSIDE HEIGHTS HOUSING CORPORATION

**80 LaSalle Street
New York, N.Y. 10027-4711**

SHORT-TERM SUBLET APPLICATION

(Please read the entire application including the summary of sublet policies. Complete all items, indicating N/A if an item is not applicable. Type or print legibly.)

Subletting a Morningside Gardens apartment is a privilege, not a right of property ownership, and therefore a valid reason for doing so is a condition of obtaining approval from the Tenant Selection Committee. *(Those who have been Shareholders in Morningside Gardens for less than one year are not permitted to sublet their apartments.)*

1. Name(s) of Shareholder(s): _____

2. Address of Apartment to be Sublet: Building # _____ Apartment # _____

3. Home Phone: _____ Business Phone: _____

4. Date of Closing (per stock certificate) for this apartment: _____

5. Have you previously sublet during the past 12 months? Yes _____ No _____
If yes, give dates below.

From: _____ To: _____

From: _____ To: _____

From: _____ To: _____

6. Reasons for wanting to sublet (attach appropriate documentation – see Policies section): _____

7. Period of Sublet: From: Mo. _____ Day _____ Year _____ To: Mo. _____ Day _____ Year _____

8. Forwarding Information (where Shareholder can be reached during sublet):

(a) Address: _____

(b) Phone Number: _____

9. Subtenant's Rent: \$ _____ per month (*Please fill in an exact amount.*)

I hereby request permission to sublet the above apartment to the following person(s), and in so doing, will observe all policies regarding sublets and concerning my lease with MHHC.

10. Name(s) of Subtenant(s): _____

11. Current Address: _____

12. Current Phone: _____

13. Employer: _____

14. Occupation: _____

15. Business Phone: _____

16. Person (named by subtenant) to notify in an emergency: _____

17. Address: _____ Phone: _____

18. Names of all persons who will reside in the apartment:

<u>Name</u>	<u>Relationship</u>	<u>Age</u>	<u>Occupation</u>	<u>Business Phone</u>

If joint Shareholders, both must sign.

Signature of Shareholder

Date: _____

Signature of Shareholder

Date: _____

Signature of Sublessee

Date: _____

Approved by:

Tenant Selection Committee

Date: _____

MORNINGSIDE GARDENS POLICIES GOVERNING SHORT-TERM SUBLETS

House Rule 33, as amended by the Board of Directors of Morningside Heights Housing Corporation on June 24, 2003, provides in part: "Occupancy of an apartment by one or more members of a Shareholder's family *or anyone else (emphasis added)* when the Shareholder is not concurrently occupying the apartment is a sublet, whether or not money or other consideration is received, and requires prior approval by the Corporation."

Subletting without following the rules, as stated here, could result in a substantial administrative fee.

- Short-term sublets (3 weeks to 3 months) must be registered with the Corporation 30 days in advance of the date the sublet is to begin. A significant administrative fee will be charged for late filing.
- The sublet cannot begin until the application has been approved by the Tenant Selection Committee.
- The total of short-term sublets during any 12-month period shall not exceed 3 months. There is a separate form for long-term sublets (for more than 3 months up to 2 years).
- A 50 percent surcharge for subletting will appear on the Corporation's billing statement each month of the sublet. This fee may be charged to the sublessee.

- Examples of documentation to support a reason for subletting could include:
 - (a) Temporary job transfer or new job out of town – give letter from employer
 - (b) Care for elderly relative(s) – give name(s) and address(es)
 - (c) Health reasons – give recommendation from health care provider
 - (d) Academic leave – give evidence of leave, or evidence of plan to work or study out of town
 - (e) Travel – give copies of tickets, itinerary, address(es) of destination(s)

(6/09)