

APARTMENT SHARE VACANCY APPLICATION

Office of Housing Services
Bard Hall, 50 Haven Ave., New York, NY 10032
212.305.4357 option 2
cumc.housing@columbia.edu

INSTRUCTIONS

Before completing this form, please review the requirements on our website:
cumc.columbia.edu/facilities-management/apartment-share-vacancies

Attention Graduating Students: If all the current tenants in an apartment share or the second and final leaseholder is graduating, the group cannot invite in a new roommate. After graduation, the apartment will return to the Office of Housing Services.

CURRENT APARTMENT AND TENANTS

Apartment Location

- Tower 1 (60 Haven Ave.), Apt. #: _____
- Tower 2 (100 Haven Ave.), Apt. #: _____
- Tower 3 (100 Haven Ave.), Apt. #: _____

Vacating Tenant

Name: _____
Last First Middle

Anticipated Vacancy Date (MM/DD/YYYY): _____

Monthly Apartment Share Rental Amount: \$ _____

Remaining Tenants

Name: _____
Last First Middle

Name: _____
Last First Middle

Name: _____
Last First Middle

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PROPOSED NEW TENANT

Name: _____
Last First Middle

Email: _____

Please use an email that you check often.

Phone: _____

Current Address:

Street Address City

State Zip Code Country

Student Status:

- Matriculated Full-Time Student
- Incoming Full-Time Student

Expected Date of Graduation: _____

School/Program: (Select one.)

- Vagelos College of Physicians and Surgeons (MD or MD-PhD only)
- College of Dental Medicine
- Mailman School of Public Health
- School of Nursing
- Graduate School of Arts and Sciences
- Programs in Occupational Therapy
- Program in Physical Therapy
- Institute of Human Nutrition

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AUTHORIZATIONS

Current/Remaining Tenants

We have read the applicable guidelines and will comply with all obligations. We confirm and accept the proposed new roommate as a co-tenant.

Signature _____ Date _____

Signature _____ Date _____

Signature _____ Date _____

Proposed New Tenant

I confirm that the information provided is correct. I have met with all parties regarding this assignment. I accept this offer of assignment and will comply with all obligations related to the lease and occupancy of this shared University apartment.

Signature _____ Date _____