LEASE GUARANTY INSTRUCTIONS AND CHECKLIST

Your employment status at the medical center must be a resident or clinical fellow under the auspices of the Graduate Medical Education office. Please note that the NYU Lease Guaranty forms may not be altered, nor may any other forms requiring signature by NYU be incorporated into your lease guaranty.

If you will be sharing the rental expense, your guaranty forms should reflect only the rental amount that would be guaranteed for you. Current guaranty limits per guaranty: up to $2500 for a studio, and up to $3000 for a larger apartment. All documents submitted must be hard copies, and printed photographs are not acceptable.

- Guaranty forms in hard copy format with original signatures are required. Please do not send documents via email.
- Attach a copy of photo ID for each tenant on the lease (even if their rent isn’t being guaranteed).
- Provide a copy of your Match or employment letter.
- Provide a copy of the lease, showing all tenants who will sign the lease, the monthly rent due from each tenant under the lease, and the term of the lease. This does not have to be an executed copy.
- Bring all items indicated on the Tenant Checklist to Housing Services (One Park Avenue, 5th floor), together, for review and approval. Please do not submit forms separately.
- Please allow at least 5 business days after receipt for approval - more than one NYU Langone office is part of the approval process.

Approved documents will be hard copies with a notarized signature, and can be picked up during business hours, or they can be sent to you, the broker, or landlord via postal mail. Please provide either the mailing address, or the contact telephone number for pick up.

In order to complete the Guaranty process, return a copy of your executed lease to Housing Services within five business days.

CHECKLIST

_____ Completed Lease Guaranty Application

_____ Acknowledgement Form, signed by prospective tenant (you).

_____ First part of Guaranty filled out--will be signed by NYU officer

_____ Photocopy of your Match or employment letter stating your residency or clinical fellowship appointment.

_____ Photocopy of your NYU Langone i.d, plus a copy of the photo i.d of anyone else who is signing your lease as a co-tenant, even if their rent isn’t part of the guaranty. If you don’t yet have an NYUL photo i.d., please provide a copy of your government-issued photo i.d.

_____ Copy of lease prepared by landlord, with you named as tenant. This does not have to be an executed copy. Lease must indicate:

______ Monthly rent

______ Term of the lease (up to one year)

______ All tenants that will sign the lease and will live in apartment

Thank you, and best wishes.

Housing Services