



Department of Real Estate Development + Facilities (RED+F)
 Housing Services, One Park Avenue, 5th floor: housing@nyulangone.org • tel: 212 263 5025

LEASE GUARANTY INSTRUCTIONS AND CHECKLIST

Your student or employment status at the medical center must be one of the following:

- A student matriculated at the NYU Grossman School of Medicine or NYU Long Island School of Medicine.
- A student matriculated at the Vilcek Institute of Graduate Biomedical Sciences.
- A postdoctoral fellow as confirmed by the Office of Postdoctoral Affairs.
- A resident or clinical fellow under the auspices of the Office of Graduate Medical Education.

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 \$3000 for a studio, and up to \$4000 for a larger apartment. All documents submitted must be hard copies, and printed photographs are not acceptable.

- Guaranty forms fully completed with signatures, as PDF 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, or confirmation of your student matriculation status.
- 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, or email as PDF's (not photos or JPEG files) to housing@nyulangone.org 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 can be returned via emailed as PDF's. There will also 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, if applicable. If a student, confirmation of your student matriculation status.

_____ 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 (not to exceed one year)

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

Thank you, and best wishes.
 Housing Services