

**RENTAL PAYMENT POLICY
OF THE UNIVERSITY APARTMENT HOUSING DIVISION
OF COLUMBIA UNIVERSITY FACILITIES**

Effective Date: September 18, 2007

POLICY STATEMENT

Columbia University residential units in buildings in the immediate vicinity of the Morningside Heights campus are primarily used to house full-time students, faculty and other employees. Apartments are rented based on such persons maintaining a full-time affiliation in a housing-eligible academic program or in full-time, housing-eligible employment. This housing is managed by the University Apartment Housing (UAH) division of Columbia University Facilities. This policy covers tenants and former tenants (referred to herein as “tenant”) with respect to rent payments on these units.

REASON FOR THE POLICY

Making University apartment housing available to eligible students, faculty and other employees is an accommodation provided by the University. Failure to make rental payments in a timely manner is a default under the lease and causes undue financial and administrative burdens to the University.

RESPONSIBLE UNIVERSITY OFFICE AND OFFICER

UAH: Mark Kerman, Assistant Vice President, Residential and Commercial Operations
Office of the Controller: Alice Gleason, Deputy Controller

WHO IS GOVERNED BY THIS POLICY

This policy governs all current, former and potential tenants of UAH.

WHO SHOULD KNOW THIS POLICY

All current, former and potential tenants of UAH and members of senior management of the University should know this policy.

POLICY TEXT

RENTAL PAYMENT POLICY OF UAH

This policy requires the timely payment of rent related to University residential units, which are primarily used to house full-time students, faculty and other employees. Apartments are rented based on such persons maintaining a full-time affiliation in a housing-eligible academic program or full-time, housing-eligible employment.

Billing and Payment of Rent

Rent is billed on a monthly basis by the Office of the Controller (OTC) and payment is due in full on the first day of each month. Rent payments are only accepted from the tenant of record.

Failure to make timely rent payments in accordance with the lease terms may result in any or all of the following:

Students

- Non-renewal of lease at the end of the one-year lease period
- Withholding of tenant's registration privileges, diplomas, certificates and transcripts
- Legal action, which may result in non-payment or holdover eviction judicial proceedings. In addition, tenant may be held responsible for unpaid rent, attorney fees and interest
- Any other remedy as permitted by law

Faculty and Other Employees

- Non-renewal of lease at the end of the one-year lease period
- Legal action, which may result in non-payment or holdover judicial eviction proceedings. In addition, tenant may be held responsible for unpaid rent, attorney fees and interest
- Any other remedy as permitted by law

Requests for Abatements

All abatement requests must be submitted in writing to UAH for disposition. No abatements will be provided without written agreement from UAH. Rent may not be withheld by a tenant for presumed outstanding abatements. Non-payment of rent without written agreement from UAH will be subject to the remedies described above.

Requests for Early Termination of Leases

Unless UAH grants approval (see below), a tenant who vacates a room or apartment or transfers between rooms or apartments prior to the end of the lease is considered in default under the lease terms. As a result, monthly rent charges will continue to accrue and the tenant will be held responsible for the charges. To the extent that the tenant does not meet these obligations, the security deposit may be used to reduce the liability.

A request for early lease termination may be made to UAH. Such requests will be reviewed on a case by case basis. Please refer to the UAH website for contact information (<http://www.columbia.edu/cu/ire/>).

CONTACTS

UAH: Mark Kerman, Assistant Vice President, Residential and Commercial Operations, mk17@columbia.edu

OTC: Mera Lee Scovern, Manager, UAH Accounting, mls6@columbia.edu