



THE QUARTERS ON CAMPUS®

Subleasing your apartment? Here is what you need to know...

If you wish to sublease your unit starting **June 1st**, ALL of the following MUST BE completed before **May 15th**.

If you wish to sublease your unit starting **July 1st**, ALL of the following MUST BE completed before **June 15th**.

- The current (departing) resident must have a zero balance.
- All fees must be paid before the subleasing process can begin.
- Departing resident pays \$200 sublease fee. If you want to pay online, please email us once the payment is made and the date you would like the sublease to begin.
- Subleases must begin the 1st of the month.
- New resident will pay the deposit (\$100) and administrative fee (\$250) for a total of \$350.
- The new resident needs to fill out all new leasing paperwork
 - Rental application
 - Statement of Rental policy (signed by both the resident and the guarantor)
 - Lease Contract Guaranty
 - Copy of Guarantor's ID
- Parking: if the current resident has parking, then the person subleasing will automatically have parking; if the current resident does not have parking, please let us know if the new resident would like to add parking.
- Parking is subject to availability.
- **Upon approval of the new resident, the new and departing resident will receive a link to sign the Roommate Replacement Addendum.**
- **Once both parties have signed the Addendum, the process is complete for the departing resident. The new resident will then be sent a full lease contract to sign via DocuSign.**
- **Note: If you have renewed for August 2019-2020, contact the Leasing Center as there are further requirements for the sublease process.**

If you have any questions, please do not hesitate to call or email the Leasing Center.