

Off-Campus Housing How to Sublease Guidelines

The procedure for subletting your apartment can get very complicated. Before you start the sublet process, make sure that you have discussed with your roommates about the sublet. Sublet can mean that you are temporarily leaving the apartment and subletting it to someone else while you're away or you are permanently leaving the apartment and assigning the lease and the apartment to someone else.

Subletting

To sublet, you must closely follow these procedures:

- All sublessee's are to be Washington University affiliated student, staff or faculty. (If you are in Graduate housing currently you may not sublease to undergraduate students)
- You are responsible to show your apartment to interested parties. If you are not able to do so please contact our office immediately to discuss your situation. In consideration we will show your apartment to a prospect if you are not able to do so. A \$450.00 one-time fee is charged to your account.
- Get the terms (starting and ending dates) of the sublease figured out. (If you are uncertain about the term, choose the longer period, because it is difficult to extend the sublease. You can always return early.) There are two types: *Permanent Sublease* (new) – you will *not* return. *Temporary Sublease* – you will return.
- Places to start looking for a sublet: friends, signs on campus, and Washington University Apartment Referral Office (314-935-5092) or www.ars.wustl.edu
- Get the name of the individual and schedule an appointment to show your apartment to the possible sublessee. Do not show your apartment alone. If you have roommate make sure they meet the prospective sublessee. (Choose someone you know if possible. Subleasing to strangers is risky. You may ask for references.)
- You want to get the business and permanent home address of the proposed sublessee.
- We need your contact information address, phone and email for the term of the sublet.
- When subleasing in University City (63130), the new sublessee will have to apply for a new occupancy permit if utilities are to be placed in their name.
- Schedule a time to come in to the office to sign your Sublease Addendum. We need a copy of the proposed sublease, to which a copy of your lease is attached along with written consent of any co-tenants of your lease forms. All parties must be present to approve the sublease. If this is impossible the paperwork must be notarized. There is a \$30.00 sublease fee charged at the time of the appointment.
- When you sublease, you remain liable for future rents until the lease expires.
- You, as the prime tenant, retain the right to a renewal lease.
- If your lease expires during the term of the proposed sublease, your sublessee is subject to your renewal lease. The landlord is required to offer and accept a renewal lease from you during the sublet period just as if you were in occupancy.
- Your sublessee is accepting the apartment "as-is". Painting, cleaning and turnover maintenance will not be completed by the management company.
- Key exchange should be handled through the Quadrangle Housing office. This is to make sure we have forwarding address or emergency contact address from the resident subletting.
- Should you overcharge your sublessee, he or she shall be entitled to damages of three times the overcharge and may also be awarded attorneys' fees and interest from the date of the overcharge.
- Any unapproved sublessee will be terminated immediately.