

## Campusview Subleasing Procedure

Sublease is when someone is taking over occupancy for part of a lease period (for example: summer residency) or taking over as a roommate in a multiple-roommate occupancy (for example: one new Resident in a group of 5 carry over residents).

Please be reminded, in a sublet situation the original resident's security deposit stays on record with Campusview until the end of the lease term, at which time it is returned minus any deductions. For this reason, we suggest that the original residents personally hold a security deposit from any sublessors to cover any deductions for which the sublessors might be responsible. Campusview Real Estate does not require, but strongly suggests that arrangements between sublessors and original residents be put in writing.

All sublessors must be approved in writing by Campusview Real Estate. Be sure that any applications you submit are completely filled out, including the sublease approval on the back of the application which must be signed by all residents on the current lease, giving their permission for the sublease to occur.

It is extremely important that all current residents have signed the back of the application as an incomplete application cannot be processed by our office.

The procedure is as follows:

1. Residents must print the two page application from the Campusview Real Estate web site and distribute to possible interested parties.
2. Resident Advertises for subtenant at Resident's expense.
3. Resident shows apartment and has any interested prospects complete application.
4. **Resident verifies the backside of the application has been signed by all people on the lease giving permission for the sublessor to sublease. Campusview will NOT process any sublease applications unless they are signed by all the residents on the lease.**
5. Applications shall be submitted to the office.
6. Sublessor references to be checked by Campusview Real Estate.
7. If references check out, Campusview Real Estate will give **written notice** of approval.
8. Under NO circumstances shall sublessor be given keys or allowed to occupy until **written acceptance** of sub tenancy is received from Campusview Real Estate. To do so is an act of trespass and criminal charges will be brought.

9. Under a sublet the original Resident's security deposit is held until the end of the lease. Rent shall be paid by sublessor directly to Campusview Real Estate. Any arrangements that the sublessor makes with the original Resident for partial rent payment is strictly between those two parties. Original Resident must inform Campusview Real Estate of rent payment arrangements with the sublessor and Campusview Real Estate expects payment of rent in full on due date as usual.

10. The apartment checkout and security deposit return will occur at the end of the lease. The original Resident is responsible for the state of the apartment and for any and all damage, abuse or cleaning needed, whether caused by Resident or his or her sublessor. For this reason, we recommend that the Resident collect a security deposit from the sublessor and have a written agreement between them. We also recommend that the Resident return if possible at the end of the lease to make sure cleaning is completed. Periodic checks by the Resident during the sub tenancy can help keep damage and abuse by the sublessor under control and help insure the return of more of the original Resident's security deposit.