

HOW TO SUBLET YOUR APARTMENT

Get your roommates' permission to sublet.

- Every primary resident who lives in your apartment or house must complete the consent form included in this packet. A primary resident is someone who is listed on the year-long lease you signed with University City Housing.
- Residents without roommates do not need to complete the consent form.
- If multiple people in your apartment or house plan to sublet, you will need multiple consent forms, or you may designate a person, or persons to handle subletting arrangements. All roommate consents must be in writing – verbal agreements are not valid.
- It is a non-negotiable, absolute requirement that all primary residents give formal approval for all subleases. Please contact our leasing office if any residents are out of the country, or otherwise unavailable to produce their physical signature.

Find a subletter

- You have many options when it comes to finding someone to sublet your apartment. You can either find the person on your own, or you can list your unit online through a variety of channels. (If you are not returning to your apartment, and we are listing it as available for future prospects, please contact our leasing office and we can insert an “available early” note in our listings.) Please note that this does not guarantee the new resident will wish to start a lease early – it is still your responsibility to fulfill the term of your contract. For current residents, showing the unit will be your responsibility – remember, a neat and tidy apartment will sublet the fastest! For future residents looking to sublet the beginning portion of their lease, please contact our leasing office to arrange for apartment tours. You, and your prospective subletter, will need to be present to show the unit, our staff will work out available times with the current residents.

Have the subletter fill out an application

- Our rental application is included in this packet and is available online at our website: www.universitycityhousing.com.
- Applications must be attached to the sublease contract, and delivered to our leasing office.

Get your roommates' summer addresses and phone numbers.

- Fill out the form which asks for your contact information. This information will help us reach you and your roommates in case there is a problem with your apartment or with your subletter. Again, we need contact information for all primary residents

Discuss the terms of the sublease with your subtenant

- Fill out the sublease included in this packet to determine all the arrangements for the term of the sublease. The most important items to be worked out include:
 - The beginning and ending dates of the sublease. **Note; The sublease may only be effective during the primary tenants' existing lease term. If you are unsure of the start or end date of your contract, please contact our office before writing up an agreement. Reminder: none of our leases end on the last day of a month! – the sublease must match your existing contract.*
 - The amount of the subletter's security deposit
 - Amount of rent payments and their due dates. Rents are paid to the primary resident, not to the property owner.
 - What furniture or other belongings will remain in the apartment
 - Who will pay the utility bills

- The subletter needs to acknowledge that the landlord will not provide cleaning or painting services, this is the responsibility of the primary resident.
- The sublease agreement must be fully completed before either party signs it. All subleases are subject to the landlords review and approval. No other form of sublease contract may be used.

Sign the completed Sublease Agreement

- To finalize your sublease, after completing the preceding steps, bring your subletter to our office at 3418 Sansom St. to turn in the sublease. Our staff will verify that all the required information has been filled out, and make copies for both parties.

INFORMATION REGARDING SUBLEASES

- 1) All prospective subtenants are subject to the approval of the lessor. Lessor reserves the right to reject any prospective subtenant.
 - 2) No primary tenant will be allowed to sign a sublease if his/her apartment or house has a past-due rent balance with University City Housing. It does not matter which of the primary residents are delinquent -no sublease may be signed until the entire balance is eliminated.
 - 3) When the sublease is signed in our office, we recommend that the subtenant give the primary resident a security deposit of at least \$150, which protects the primary tenant against unpaid rent and/or damage to the apartment. This deposit is not counted toward rent payments, and it must be returned after the end of the sublease.
 - 4) Subtenants pay their rent to primary tenants, *not to the landlord*. Primary tenants are still responsible for making any required rent payments to University City Housing.
 - 5) Make sure that any utilities which the subtenant will be paying are transferred to the subtenant's name. If this is not done, the primary tenants risk being held responsible for a huge utility bill at the end of the summer.
 - 6) Primary tenants should return their keys to the leasing office when they vacate the apartment. Subtenants must pick up keys from the leasing office between 10am and 6pm, weekdays on the day their sublease starts. Keys should not be transferred directly from primary tenants to subtenants. Also, be aware that the landlord will not give keys to a subletter before the beginning of his/her sublease.
 - 7) All subtenants are bound by Part One, Two, and all addendums of the primary lease. The primary resident should contact the leasing office if they need assistance providing copies.
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- 8) Do not assume that you will be able to complete all of the subletting arrangements in one visit to our office. There are often complications that require a second visit. Therefore, if you will be leaving Philadelphia for the summer, do not wait until the day before you leave to sign the sublease. You should come to our office a *minimum* of three business days before you leave.
 - 9) Similarly, if you wait until your roommates leave for the summer, you may be unable to obtain their signatures on the consent form. Make sure you discuss your plans with your roommates well before they leave Philadelphia.

Sublet Agreement

DATES & PARTIES:

This agreement is between the following parties:

Primary tenant: _____

Subtenant(s) _____

The existing primary lease term begins _____, and ends _____ at 12 noon.

This sublease begins _____, and ends _____ at 12 noon.

RENTED PROPERTY

Address _____

Unit/apartment _____

The primary tenant hereby subleases to the subtenant(s) the above listed property and unit/apartment, which the primary tenant lawfully rents from the owner/agent called:

University City Housing
3418 Sansom St.
Philadelphia, PA 19104
(215) 222-2000
ucity@uchweb.com
www.universitycityhousing.com

RENT PAYMENTS

The subtenant agrees to pay total rent of \$_____ for the length of this sublease.

This amount shall be paid as follows:

___ In a lump sum due on this date _____. Or,

___ In the following manner: \$ _____ due _____

\$ _____ due _____

\$ _____ due _____

\$ _____ due _____

FURTHER FINANCIAL OBLIGATIONS:

The following charges will be paid by the party indicated:

	<u>Landlord</u>	<u>Primary tenant</u>	<u>Subtenant</u>
Water/sewage	()	()	()
Electricity	()	()	()
Heat	()	()	()
Gas	()	()	()
Internet	()	()	()
Cable TV	()	()	()
AC	()	()	()
AC surcharge*	()	()	()
Hot water	()	()	()
Other	()	()	()

*AC surcharge only applies to apartments with flat-rate electricity charges and is a one time fee.

*A sublet fee of \$__ shall be paid to UCH by primary tenant no later than the date the sublease begins.

NOTICES

Primary tenant agrees to forward any notices provided by the landlord to subtenant and vice versa.

PROHIBITIONS

The subtenant agrees that the following are prohibited:

- () pets
- () smoking inside unit
- () overnight temporary guests
- () other

SECURITY DEPOSIT

The subtenant has deposited \$_____ with the primary tenant as a security deposit for unpaid rent or damages caused by the subtenant during the term of this agreement. The deposit will be retained until termination of this sublease or the subtenant's vacation of the premises, and the balance after damages must be returned, accompanied by a written itemization of any deductions, within 30 days afterwards, provided the subtenant has provided the primary tenant with a forwarding address.

ADDITIONAL RESPONSIBILITIES

If the subtenant defaults in the payment of rent, or violates any lease term, the primary tenant or landlord may give the subtenant 10 days notice of breach of contract. If the subtenant does not correct the violation or make payment of rent in this amount of time, the tenant or landlord may then give 5 days written notice of the termination of the agreement. At the end of that period, if the subtenant has not vacated the premises, the primary tenant or landlord may begin eviction procedures in Municipal Court.

The subtenant is responsible for the behavior of his/her friends, invited guests or any other people on the premises with his/her permission.

Each subtenant who signs this lease may be held individually responsible for any and all subtenant liabilities, or all subtenants may be held collectively responsible, at the option of the primary tenant or the landlord.

In the application of remedies, the primary tenant had an obligation to mitigate damages.

Neither party will ever have the right to secure compensation for any liability owned by the other through confiscation of property belonging to the other. Such disputes are to be settled through negotiations, arbitration, or the courts.

BREACH OF ORIGINAL LEASE

The tenant warrants that the landlord will have no cause of action against the subtenant because of behavior or actions of the primary tenant. If at any time, the landlord has legal action against the subtenant because of the tenant's behavior or actions, the subtenant may immediately vacate the premises, owe the tenant no further rent and the tenant shall return all monies held as a deposit or advanced rent immediately upon subtenant's vacation.

PROPERTY OF THE PRIMARY TENANT OR LANDLORD

The following items belong to the primary tenant and it is agreed that they will be left in the apartment for the subtenant's use:

The following landlord-supplied furniture will be left in the apartment for the subtenant's use;

ADDITIONAL AGREEMENTS

The parties agree to the following additional agreements:

SIGNATURES

The following undersigned have agreed to be legally bound by this agreement:

Subtenant _____
sign _____ date _____

Subtenant2 _____
sign _____ date _____

Subtenant3 _____
sign _____ date _____

All subleases must obtain written roommate consent from all primary tenants. We attest that all subtenants agree to all Rules and Regulations contained in Part One, Two, and all addendums of the Lease agreement.

Primary tenant _____
sign _____ date _____

Primary tenant _____
sign _____ date _____

Primary tenant _____
sign _____ date _____

Primary tenant _____
sign _____ date _____

Primary tenant _____
sign _____ date _____

attach additional signature pages if necessary.

Executed copies of this sublease were received by landlord:

Rec'd by _____ date _____

PRIMARY TENANT CONSENT-TO -SUBLET FORM

APARTMENT/HOUSE ADDRESS: _____

REPRESENTATIVE(S): _____

The person(s) listed above is/are designated to be our representative regarding subleasing our apartment/house. We approve in advance the potential subtenants selected, and any financial and move-in arrangements s/he makes with the subtenants.

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

University City Housing Company
Rental Application
(Information will be held in confidence)

Apartment: _____ Size: _____ Price: _____ Number of Roommates (including yourself): _____

Name: _____ Date of Birth: _____ Social Security Number: _____

Present Address: _____

Permanent Address: _____

Contacts: (_____) (_____) (_____) _____
Permanent Phone Number Local Number Cell (Required) Email (Required)

Please List all places you have lived over the past five (5) years, including the names and phone numbers of landlords and any family or friends for each place of residence. Use back if necessary.

Address	From	To	Monthly Rent	Name, Phone, and Fax of Landlord
1. _____				
2. _____				
3. _____				

Have you ever rented or subleased from University City Housing before? _____ If so, when? _____

Please list all places of employment in the past seven (7) years with names of supervisors, addresses, phone numbers, fax numbers, weekly salary, and title. Use back if necessary.

Address	From	To	Title	Weekly Salary	Name, Phone, and Fax of Supervisor
1. _____					
2. _____					
3. _____					

Make and Model of Car(s): _____

Please list any college(s), graduate school(s), high school(s), or other training programs attended:

Present School: _____ Full Time/Part Time Expected Graduation: _____

Other (names, dates, degree): _____

How did you hear about us (circle one or more)? Inquirer Weekly Press Poster Daily Pennsylvanian Friends Off-Campus Living Other: _____

Please list names of any people who will be living with you in the apartment. Use back if necessary.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Applicant states that every question has been answered fully and accurately. It is hereby agreed that this application will be rejected without further review if landlord discovers any missing or inaccurate information. The undersigned applicant hereby specifically authorizes landlord or his agents to obtain and authorize people to give to landlord or his agents any and all credit information about applicant and also other information which may be available about the applicant (e.g. income, verification, employment, residence, credit references, bank accounts, personal references, and any other pertinent information).

Signature: _____ Date: _____