

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.

1. START EARLY!

2. **There must be one original lease holder at all times.** There are two exceptions;
 - If there is only one occupant. **If both original lease holders move out, they cannot sublease the apartment. Due to occupancy laws, we cannot override this policy under any circumstances.**
 - Temporary sublease and all original lease holders will return
3. You can **ONLY** sublease if you're in a current lease. You **CANNOT** renew your lease, just to have a sublease take over.
4. 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.) In consideration we will show your apartment to a prospect if you are not able to do so – a \$300 fee is charged to your account if our team shows your unit.
5. The person subleasing must complete a sublease request form at least **two weeks prior** to sublease agreement starting.
6. If the request is granted we will need a contact for the sublease.
7. The sublease **may need** to complete the following:
 - Application, rent qualification & authorization
 - Pay the sublease fees
 - Copy of a valid government issued id
 - WASHU acceptance letter is a student
 - Proof of income
 - If they have a guarantor (only if a full time student): They will also provide the same items as the sublease plus the co-signer form. This form needs to be notarized if not signed in the office.
8. The resident's account will be charged **\$150** sublease fee, **\$30** application fee (per applicant) & **\$10 - \$25** occupancy permit fee (if applicable).
9. Once the sublease is approved. All lease forms need to be signed.
 - Temporary sublease get the temporary sublease form and addendums (rules & regulations, lead, pet, no smoking, safety & security)
 - Permanent sublease will need a full new lease with addendums. Signed roommate release and deposit surrender to the new occupant.
10. Your sublessee is accepting the apartment "as-is". Painting, cleaning and turnover maintenance will **not** be completed by the management company before the sublease moves in.
11. 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.
12. Any unapproved sublessee will be terminated immediately.