

# SUBLEASE AGREEMENT

## Student (Sublessor) Responsibilities

- ✚ Students are permitted to sublease their student housing apartment during the **SUMMER SEMESTER ONLY** (May 3 – August 1).
- ✚ The student is responsible for completing the Sublease Agreement Form, **submitting the form to the Student Housing Office for approval before entering into a sublease agreement.**
- ✚ During a sublease agreement, the Village resident **CONTINUES** to be responsible for the monthly student housing rental fee, maintenance of the premises, and ensuring that the sublessee is aware of the student housing policies. The student should instruct the sublessee to pick up a copy of the Campus Housing Policies in the Student Housing Office on the day of their arrival, in addition to a Temporary Parking Pass. The Temporary Parking Pass is only necessary if the sublessee does not have a Regent Sticker. It is the responsibility of the Village resident to provide an apartment and/or mailbox key to the sublessee. **The student housing management office will not issue keys to the sublessee. If a sublessee is locked out anytime during the sublease, the individual(s) will be required to present valid picture identification that corresponds with paperwork recorded in the student housing office.**

## Sublessee Responsibilities

- ✚ The sublessee must complete a sublease agreement form prior to entering into an agreement. A copy of two pieces of identification from each guest (with at least one being a picture identification from a Federal, city, or state agency) is required for the application to be complete. Copies of the identification must be made by a Student Housing Management Office staff member. **FAXED copies of the identification will not be accepted.**
- ✚ Sublessee agrees to adhere to all rules, regulations, and policies governing student housing. Please see a list of Campus Housing Procedures attached.
- ✚ If the sublessee does not have a University decal on all vehicles that will be parked on student housing premises; a parking permit must be obtained from the student housing office and displayed on the dashboard while parked on the premises.
- ✚ I understand that all **guests staying in the apartment must be registered** with the Regent University Student Housing Management Office.

**SUBLEASEE APPLICATION**

**First Name** \_\_\_\_\_ **Middle Name** \_\_\_\_\_ **Last Name** \_\_\_\_\_

**Permanent Address** \_\_\_\_\_

\_\_\_\_\_

**Home Telephone Number** \_\_\_\_\_

**Regent University Student**  **YES**  **NO** **If yes, Student ID #** \_\_\_\_\_

**Telephone number to be used during sublease (\_\_\_\_)** \_\_\_\_\_

**Names of other guests living in the apartment:**

**Name** \_\_\_\_\_ **Age** \_\_\_\_\_ **Relationship** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Location where you will be subleasing:**

**Building #** \_\_\_\_\_

**Apartment#** \_\_\_\_\_

**CONTACT INFORMATION**

(This is the person that you want us to contact if there is an emergency with you)

**Name** \_\_\_\_\_ **Relationship** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

**Telephone** \_\_\_\_\_

**Email** \_\_\_\_\_

**By signing this agreement, I acknowledge my responsibilities as outlined within this agreement and I have received a copy of the Student Housing Policies and a Temporary Parking Pass, if I do not have a Regent Sticker.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

