



THE QUARTERS ON CAMPUS®

## Subleasing Your Apartment?

**Here is what you need to know...**

### **Deadlines:**

- If you wish to sublease starting **June 1st**, ALL the following MUST BE completed before **May 15th**.
- If you wish to sublease starting **July 1st**, ALL the following MUST BE completed before **June 15th**.

### **Details:**

- **All subleases will begin the 1st of the month.**
- The current (departing) resident must have a zero balance.
- All fees must be paid before the subleasing process can begin.
  1. Departing resident pays \$500 sublease fee. This will be posted to your online Resident Portal.
  2. New resident will pay the deposit (\$100) and application fee (\$250) for a total of \$350.
- The new resident needs to fill out all new leasing paperwork.
  1. Rental application
  2. Welcome Letter and Statement of Rental policy.
  3. Lease Contract Guaranty and Statement of Rental Policy completed by Guarantor.
  4. Copy of Guarantor's ID.
- **Parking:** if the current resident has parking, then the person subleasing will automatically have parking; if the current resident does not have parking, please let us know if the new resident would like to add parking.
  1. Parking is subject to availability.
- The new resident is required to provide proof of Renters Insurance and Electric Account prior to moving in.
- Departing resident is responsible for handing all keys/parking permit over to incoming resident.

**Upon approval of the new resident, the new and departing resident will receive a link to sign the Roommate Replacement Addendum. Once both parties have signed the Addendum, the process is complete for the departing resident.**

**The new resident will then be sent a full lease contract to sign via DocuSign.**

• **Note: If you have renewed for the 2024-2025 lease term, contact the Leasing Center as there are further requirements for the sublease process.**

**If you have any questions, please do not hesitate to call, or email the Leasing Center. (512) 531-0123. [info@quartersoncampus.com](mailto:info@quartersoncampus.com)**