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SUBLETTING – Instructions and Guidelines

STEPS TO SUBLEASE:

1. **Potential subtenants should submit an application on our website, www.univeristycityassociates.com.** Go to “Apply” and select the property to start an application. If you cannot select the correct unit, simply select no unit or a different unit to move forward. You will be asked to upload a government-issued photo ID and to pay a **\$125 sublease fee**.
2. A completed sublease agreement should be sent in via email at uca.info@campusapts.com. Hard copies can also be delivered to our leasing office at 4104 Walnut St.
3. We will screen your potential subtenant online. **Subtenants will need to qualify based off our standard qualifying criteria.**
4. If the subtenant passes a background check, credit check and income requirement, the agreement is approved. We will then return a countersigned copy for your records. Consent cannot be unreasonably denied. Denial of consent will be based on criminal background, not on any discriminatory factors and or the failure to meet our rental criteria.
5. When the sublease begins, a key set for the subtenant will be ready for pick-up at our leasing office at 4104 Walnut Street, Philadelphia PA 19104. We cannot release keys before the first day of the sublease, please keep this in mind when choosing a start date for your sublease.

SUBLEASING GUIDELINES

Whether you are the original tenant interested in subletting your apartment or the potential subtenant, keep in mind the following:

- **Finding a subletter does not relieve you from the obligations of your lease.** If the subtenant defaults on the rent payment or damages the premises, the original tenant is ultimately responsible. Be aware **that the original tenant is still bound to the terms of the lease**, should the subtenant fail to fulfill any of the obligations of the lease. The subtenant's obligation is to fulfill all the terms of the original lease. It is good practice for both the original tenant and the subtenant to read and understand the terms of the original lease. This is the best way to avoid problems that can arise with subletting.
- **Use a subletting contract.** This agreement includes only basic agreements – any additional agreements should be recorded and agreed to in writing. Feel free to include additional agreements with this form.



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- **Inspect the premises carefully and document in writing the condition of the apartment**, both when the subtenant takes over the premises and - if possible - before the subtenant vacates the premises. Get a security deposit to protect yourself against possible damages to the premises.
- To **avoid problems with utility bills and optional services**, such as cable and internet, be aware that responsibility for payment is a serious concern. It is recommended that you include within your sublet agreement the terms for payment that is fair to both parties.
- If you are in a house/apartment sharing situation, **be aware that you are jointly and severally responsible for the total rental payment**. Do not think that your obligation to pay rent is limited only to your share of rent and that if you find a subtenant for your room your obligation is fulfilled.
- As a subtenant, **be aware that all the obligations of the original lease become your obligations, too**. If the resident you have signed the agreement with is living in a house/apartment shared by more than one occupant, you also become jointly and severally responsible for the total amount of rent. It is highly recommended that you familiarize yourself with the terms of the original lease.
- A **Sublease Agreement must be approved by all Tenants named on the original lease** as well as the Property Manager.

If you have any questions about subleasing, reach out to us at 215-382-2969, or via email at uca.info@campusapts.com.



SUBLET LEASE AGREEMENT

This sublet agreement is an addendum to the original Lease signed between
Campus Apartments Inc. and the original Tenants(s)

1. DATE AND PARTIES

This agreement, dated _____, 20_____, is between ALL Named Tenants of
the Rented Property and _____, hereafter called Subtenant.
Name of Subtenant

2. RENTED PROPERTY

The Tenant hereby subleases to the Subtenant their interest in the property at:

Rented Property Address (please include apt. # if applicable)
which the Tenant lawfully rents from Campus Apartments, Inc. (hereafter called the Landlord).

3. AGENCY

The agent of this property is: University City Associates
4104 Walnut Street
Philadelphia, PA 19104
Office: (215) 382-2969
uca.info@campusapts.com

4. TERM OF AGREEMENT

This Sublease Agreement begins on _____, 20_____, and ends
on _____, 20_____, not to exceed 12:00pm noon on the
expiration date of the current Residential Lease Agreement.

5. RENT

Monthly rent is to be paid as follows:

- A. Subtenant pays \$_____ per month to Tenant UCA
- B. Tenant pays \$_____ per month to Campus Apartments

Rent must be received ON or BEFORE the FIRST of each month IN FULL. Any rent received
after the third (3rd) day of the month will have a late charge of ten percent (10%) applied to the
outstanding balance, payable by the responsible party at the time the rent is paid.

6. FURTHER FINANCIAL OBLIGATIONS

All utilities for which the Tenant was responsible for paying in the original Lease will now be paid
as follows:

Tenant will pay _____ to _____
Subtenant will pay _____ to _____



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Management, as Agent for Landlord

Date

optional page – use for additional signatures

Tenant Signature Date

Print Name

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