



campus apartments®
smart. living.

SUBLETTING – Instructions and Guidelines

STEPS TO SUBLEASE:

1. **Potential subtenants should submit an application on our website, www.livecampusapts.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 standard **application fee (\$45)**.
2. A completed sublease agreement should be sent in via email to **caphila.leasing@campusapts.com**. Hard copies can also be delivered to our leasing office at 4043 Walnut Street.
3. We will screen your potential subtenant online. **Subtenants do not need to financially qualify; we will run a criminal background check only.**
4. If the subtenant passes a background check, and this agreement is approved, we will 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.
5. **There is a \$125 sublease fee due for each sublease.** This fee will be applied to your ledger, and can be paid by the leaseholder or by the subtenant online.
6. When the sublease begins, a key set for the subtenant will be ready for pick-up at our leasing office at 4043 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.



campus apartments®
smart. living.

- **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 215-382-1300, or via email at caphila.leasing@campusapts.com.



campus apartments®
smart. living.

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).

The subtenant will need a key to bedroom _____.
(if applicable)

3. AGENCY

The agent of this property is: **Campus Apartments**
4043 Walnut Street, Philadelphia, PA 19104
Office: (215) 382-1300 caphila.leasing@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 ☐ Campus Apartments
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 _____

Additional Agreements: _____



7. SECURITY DEPOSIT AND LAST MONTH'S RENT

Subtenant has paid a Security Deposit of \$_____ and a Last Month's Rent of \$_____ to the Tenant(s).

8. ACKNOWLEDGEMENTS

- A. Tenant acknowledges that subletting of the premises to a subtenant in no way releases the Tenant from their responsibility for performing all covenants of the above Lease and any addendum to the Lease.
- B. Subtenant acknowledges responsibility for performing all covenants of the above lease and any addendum to the Lease.
- C. Each Tenant and Subtenant is individually and collectively responsible for the faithful performance of this Sublease.
- D. Subtenant has agreed that the premises are taken "As Is."

9. SIGNATURES

The undersigned agree to be bound legally to this agreement. Subletting will be permitted under the following conditions. Tenant is responsible for making all arrangements for subletting, understanding at all times that ALL TENANTS are still obligated to the full length of the lease agreement. Once a Subtenant is found, Landlord must approve the Subtenant. All Tenant(s), Subtenant(s) and Campus Apartments must sign any Sublet Agreement for it to be valid.

Subtenant Signature

Print Name

Date

Tenant Signature

Date

Tenant Signature

Date

Print Name

Print Name

Tenant Signature

Date

Tenant Signature

Date

Print Name

Print Name

Management, as Agent for Landlord

Date



campus apartments[®] smart. living.

****optional page – use for additional signatures****

Tenant Signature

Date

Print Name

Tenant Signature

Date

Print Name

Tenant Signature

Date

Print Name

Tenant Signature

Date

Print Name

Tenant Signature

Date

Print Name

Tenant Signature

Date

Print Name

Tenant Signature

Date

Print Name

Tenant Signature

Date

Print Name