Campus Village Summer Sublets

Instructions
Please review the following information carefully before returning this signed application to the Campus Village Housing Office:

1. Read all sublet information provided below.
2. Submit the Approval to Sublease form to the CV Housing Office.
3. Submit a Key Authorization form to the CV Housing Office.
4. Follow all guidelines with regard to who you sublet to.
5. Limit sublet agreements to the following dates:
   - June 23rd-Sept 12th

Important Forms
Undergraduate Apartments
- Application for Approval to Sublease
- Key Authorization Agreement

General Information About CV Sublets
- Subleasing will only be permitted during the summer term. Residents may only sublease once during this time period. No exceptions permitted unless approved in advance by Campus Village professional staff.

- All applications for approval to sublease must be submitted to the Campus Village Housing Office at least two weeks prior to the planned sublease start date.

- Subleasing without the approval of the Campus Village Housing Office is a violation of the housing contract and may be grounds for contract cancellation for the contract holder. Arrangements to sublease are NOT approved until the contract holder and subtenant receive an approval email from the leasing team.

- Campus Village will not hold or transfer keys from contract holder to sub-tenant. The contract holder maintains responsibility for all keys. Keys must not be exchanged until the application to sublease has been approved. Campus Village will permit a sub-tenant to move-in (obtain keys) or move-out (return keys) on behalf of a contract holder if the appropriate addendum (included in Important Forms) has been completed by the contract holder and submitted with the sublease application.

- All apartment-mates must sign this Application for Approval to Sublease form. See form links below. If the apartment-mate(s) are unknown, the contract/lease holder may contact the Campus Village Housing Office after May 31, 2019 to receive this information.

- All sublet agreements will be kept on file at the Campus Village Housing Office.

- To post your sublease listing, please go to: offcampus.housing.uci.edu. If a subtenant is found, it is the contract/lease holder’s responsibility to contact Housing Administrative Services at (949) 824-6811 or housing@uci.edu to have his/her sublet vacancy removed from the list.

- Beware of rental scams! (more info on online scams)

- Only people who are UCI students, individuals affiliated with an academic institution, or individuals doing an academic internship may sublease. Subtenants affiliated with another academic institution must be taking summer classes. For subtenants doing an internship, the internship must be part of his/her
academic program. Each subtenant must submit proof to the Campus Village Housing Office before he/she will be able to move into the apartment.

- Subtenants in undergraduate units must be between ages of 18-25. Exception requests should be made to Joe Harvey, the Director of Campus Village.

- Undergraduate spaces within a single apartment must all be filled by students of the same gender. Subtenants do not have to be of the same gender as the housing contract holder, as long as all people occupying the apartment during the sublet period are all of the same gender.

- All Sublease Agreements will be kept on file at the Campus Village Housing Office along with a Sublease Master List reflecting each sublet party and the agreement time period.

The Risks of Subleasing

- It is advised that the utmost discretion is used when choosing an individual to sublet.

- Campus Village Housing does not conduct any background check or other investigation of any person posting information on the Sublet Website.

- This service is provided solely as a convenience to assist contract holders in locating a subtenant. The contract holder and subtenant are responsible for arranging to meet, and discussing the terms of a possible sublet. Campus Village Housing and the University of California, Irvine make no representation or warranty of any nature with respect to background, qualifications, character, or any other matter regarding any contract holder or subtenant using this service.

- The Sublet Agreement is between the contract holder and the subtenant. In the event a dispute arises between the parties, the University may offer mediation services, but accepts no responsibility for the agreement or resolving the dispute.

- The University cannot assist and is not responsible for any claims, actions, losses, liabilities, costs, expenses (including attorneys’ fees and court costs), damages and injuries, whether to person or property of any nature whatsoever arising out of or related to this website sublet service.

- The University cannot assist the contract holder in collecting unpaid rent, fines, fees or recovering funds from an individual subletting who may have damage and/or stolen either your personal property or University property. Campus Village will provide to subtenants the UCI and Housing Policies. Subtenants are expected to abide by these policies.

- It is critical that all parties involved have all the necessary contact information for each other. i.e. summer phone and address, permanent phone and address, cell phone, and email address.

- The following article discusses the potential risks that are involved with subleasing:
A Tenant Who Sublets Takes a Risk And Should Take Precautions
Adapted from Leta Herman
Special to the Times

Subletting seems like a great deal. But subletting is risky business. Consider the fact that you'll have to allow another person, possibly a complete stranger, to live in your apartment. You need to be sure you can really trust the person, especially if you plan on leaving your belongings in the apartment while you’re gone.

Even if you plan to put your stuff in storage (a good idea if you're picky about how your things are handled), you still need to find a trustworthy person since your name is still going to be on the lease. If your subtenant doesn't pay your rent, your landlord is going to come after you for the rent. And you're going to have to pay it if you want to protect your own credit history. Even if you're planning to sublease to a friend, be careful. The person might be a great friend but a terrible tenant.

The best thing to do is to check out your candidate's rental history before subletting. Sometimes your landlord will do this for you, but if your landlord doesn’t, make sure you take the time to do it yourself. Call the candidate's landlord references. You may even want to get the person's credit report or ask the candidate to provide one.

When you find a good candidate, collect a security deposit and sign an agreement that protects you. Think of yourself as the landlord and the agreement as your lease.

The agreement should include the length of the sublease term, the address of the apartment, the amount of rent and when it's due, and an address where the subtenant can send the rent payment(either to you or directly to the landlord).

If the original lease came with building rules, attach the rules to your agreement and note that the subtenant must follow these rules. Outline what the subtenant should do if something in the apartment breaks. Does the subtenant call you or the building manager to get something repaired?

Note how much the security deposit is, and the subtenant's responsibility for any damages to the apartment or any of your belongings. When leaving belongings in a sublet, make a complete inventory and attach it to the agreement. Note the condition of each item to avoid any disagreements if subtenant damages something. Before you leave, change your name on all the utility bills. You don’t want to get stuck with astronomical phone bills.

When you sublet your apartment, you are more than just your landlord's tenant. You become your subtenant’s landlord. This means you may need to become versed in the landlord law, such as privacy and discrimination laws. You may want to refer to "Every Landlord’s Legal Guidebook" by Marcia Stewart, Ralph Warner and Janet Portman, available from Nolo press at www.nolo.com*.

Adaptation of the original article from The Los Angeles Times, Sunday, February 18, 2001. Note: *References to external products or services do not represent endorsement by the University of California or its affiliates.
**Application for Approval**

- Before you will be allowed to sublease, you must submit a completed *Application for Approval to Sublet* form to the Campus Village Housing Office. Select the appropriate form from the [Important Forms](#) section above.

- You are responsible for being knowledgeable of all the information in the *Application for Approval to Sublet* Form.

- This document will be considered approved only when completed and signed by the contract holder, the subtenant and all Apartment-mates and submitted to the Campus Village Housing Office for review and signed by an authorized Campus Village professional staff member.

- The Application for Approval to Sublet is due to the Campus Village Housing Office ten business days prior to the start of the sublet agreement period. Incomplete applications will not be accepted and will be returned to the contract holder.

**Apartmentmates**

- There may be up to four people living in an apartment at any given time. It is important that all contract holders and subtenants for a given apartment to know who will be living in the apartment for the summer.

- To ensure that all contract holding apartmentmates are informed of the sublease situation, each apartmentmate must sign the *Application for Approval to Sublease* form.

- All contract holders will be notified of their apartment assignment and roommates by [May 31, 2019](#) via email. If necessary, contract holders may contact the Campus Village Housing Office after [May 31, 2019](#) to request contact information for their future apartment-mates. CV will give out that information as long as the apartmentmates have granted permission for their contact information to be released.

**Payment**

- The contract holder is ultimately responsible to the University for all obligations under the Occupancy Agreement including payment of rent and/or damage occurring during the period of the sublet agreement.

- For Undergraduate Apartments, rent charged to a subtenant is not to exceed the amount that is charged to the Lease/Contract Holder for a given period of time. The rent for the entire summer sublet period (*Jun 23 - Sep 12*) is $2,085.53.

- Subtenants who agree to terms that do not cover the entire sublet period should be charged based on a daily rate of $25.75.

- The Summer Housing Web page provides a pre-determined Sublet Rate Sheet that will assist you in determining how much to charge your Sub-tenant. (Contract-holders, please refer to your contracts for rates.)

- A contract holder may not charge a Sub-tenant more than he/she pays in rent to the University.
• A contract holder may charge a subtenant less than he/she pays in rent to the University. If this is the case, the contract holder must pay the difference in the cost of rent to ensure the entire amount is paid to the University.

• All monetary transactions should be between the contract holder and subtenant, with the subtenant paying the contract holder, and the contract holder paying Student Housing. This way the contract holder ensures that his/her contract with Housing is not violated by missed or late payments. If arrangements are made for the subtenant to pay Housing directly, the individual subtenant is required to put the contract holder’s name, Student I.D. Number, and the Apartment Number on the sublet payment check. All Housing payments for 2019-20 should be made at the Central Cashier, 228 Aldrich Hall. Check the Housing Payment Info Page for more information.

☐ It is strongly recommended that the contract holder collect one month’s rent and a security deposit prior to the start of the sublet period. The security deposit may be used for any fines incurred during the sublet agreement period.

Keys
• Arrangements for transferring keys between the contract holder and the subtenant are solely the responsibility of the contract holder. Be certain that the necessary arrangements have been made to pick-up and transfer the keys, and that these arrangements are clear to both parties.

• Campus Village Housing will only check-out keys once and will not take keys back from a subtenant at the end of the sublet period. Contract holder must make arrangements with Sub-tenant to exchange keys.

• The Campus Village Housing Office staff will not give out keys to an unauthorized individual subletting, nor will the UCI Police assist if the unauthorized subtenant is locked out of his/her apartment. In order for the subtenant to receive keys, the contract holder must complete the following at least two weeks prior to the start of the sublet period.
  1. Submit the Application for Approval to Sublet form to the CV Housing Office.
  2. Submit a Key Authorization form noting the name of the individual subletting and the agreed sublet dates to the CV Housing Office. See Important Forms section above

• A subtenant may pick up the keys on Move-In-Day (12 noon on Sunday, June 23, 2019) only if the Key Authorization form is turned into the Campus Village Housing Office.

Housing Available/Housing Wanted Listing
• Campus Village Housing does not guarantee you will find a subtenant or place to live in Campus Village for the summer. You can advertise your sublet listing on the Anteater Housing Network Message Board at no cost: www.offcampus.housing.uci.edu.

• Campus Village Housing does not screen nor does background checks of contract holders or potential subtenants. CV recommends that you meet with and interview individuals before you sign an agreement.

• If you have found a subtenant/housing, it is your responsibility to remove your listing from the Anteater Housing Network Message Board.
Contact Us

Telephone: *(949) 824-7491*
Email: [campusvillagedesk@housing.hsg.uci.edu](mailto:campusvillagedesk@housing.hsg.uci.edu)