GRADUATE AND FAMILY HOUSING (GFH)
AGREEMENT TO SUBLEASE

- Subleasing without the written approval of your GFH Community Housing Office prior to the approval date is a violation of the TENANT’s lease agreement which is grounds for eviction of the TENANT and legal action against the sub-tenant including immediate removal from the premises for trespassing.
- The sublease agreement itself is between the TENANT and the sub-tenant. Please refer to the GFH Sublease Guidelines for the eligible populations who may potentially sublease your GFH apartment before submitting your request.
- 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 TENANT may not charge a sub-tenant more than they pay in rent to the University. If the TENANT subleases to more than one person (only applicable in Palo Verde or Verano Place), the combined rent charged cannot exceed the amount they pay to the University in rent.
- A copy of photo identification of the sub-tenant and all persons 18 years of age and older residing in the apartment must be received by the GFH Community Housing Office for the sublease to be approved. The GFH Community Housing Office will send a confirmation e-mail to the applicant once the application has been approved.

SECTION I: Terms of Sublease Agreement

TENANT: ____________________________________________

Sub-tenant: ____________________________________________

Apartment #: ____________________________________________

Sublease period: ____________ to ____________

Rental rate: $ ____________ per day

Refundable security/damage deposit: $ ____________

Sub-tenant Contact Information

Phone # ____________________________________________

E-mail ____________________________________________

Emergency Contact for TENANT:

Name ____________________________________________

Phone # ____________________________________________

E-mail ____________________________________________

Emergency Contact for Sub-tenant:

Name ____________________________________________

Phone # ____________________________________________

E-mail ____________________________________________

SECTION II: To Be Completed By TENANT (and Spouse/Domestic Partner, if applicable)

I understand and agree that I remain fully responsible for all obligations under my Lease Agreement and regulations for GFH Apartments including, but not limited to payment of rent, late charges, damages caused to apartment, keys, and parking permissions during the sublease period. If I, the TENANT, do not already have a vehicle with resident parking permission, one temporary parking permission may be issued upon receipt of the required documents. Refer to the GFH Sublease Guidelines for details. I understand and agree that if the sub-tenant violates the provisions of my Lease Agreement, University or Housing policies, the UNIVERSITY, in accordance with Section 10 ("BREACH OF AGREEMENT") of my Lease Agreement, will serve a 3 Day Notice to Quit to the TENANT (myself), the sub-tenant, and all others in possession of the premises.

Tenant name (print) ____________________________________________ Tenant Signature ____________________________

Student I.D. # ____________ Date ____________

Spouse/Partner name, if applicable (print) ____________________________ Spouse/Partner Signature ____________________________

Identification ____________ Date ____________

New Address ____________________________________________ Telephone Number ____________________________________________

E-mail Address ____________________________________________
SECTION III: To Be Completed by Apartment-Mate of TENANT (if applicable, for shared spaces)

I, the undersigned Tenant of GFH apartment number ____________, and apartment-mate of ________________, am aware of and fully support my apartment-mate’s request for approval to sublease as described in this document.

Apartment-mate name (print)  Apartment-mate Signature  Student I.D. #  Date

Apartment-mate name (print)  Apartment-mate Signature  Student I.D. #  Date

SECTION IV: To Be Completed By Sub-tenant

I hereby agree to be responsible to the TENANT for the payment of rent, damages to the apartment, keys, etc., and agree to abide by all rules and regulations stated in the GFH Policies and GFH Lease terms. Any violation will result in my being served by the UNIVERSITY a 3 Day Notice to Quit in accordance with the terms of the TENANT’s Lease Agreement. This sublease agreement may be terminated at will by the TENANT with written notification to the sub-tenant and to the GFH Community Housing Office. I, the sub-tenant, will surrender the premises and all associated permissions within 24 hours of the written termination.

Sub-tenant name (print)  Sub-tenant Signature  UCI Student/Staff ID  Date

Spouse/Domestic Partner name, if applicable (print)  Spouse/Domestic Partner Signature  Identification  Date

Other persons 18 years or older, if applicable (print)  Signature  Identification  Date

Names of children and dependents who will be occupying apartment

Gender  Date of Birth

Last,  First  Middle Initial

Last,  First  Middle Initial

Last,  First  Middle Initial

SECTION V: To Be Completed by the GFH Community ADRL (or Director)

APPROVED ________  DENIED ________

Staff member name (print)  Staff member Signature  Date