APPLICATION FOR APPROVAL TO SUBLEASE

Please review the following information carefully before returning this signed application to the Puerta del Sol Leasing Office:

1. All sublease agreements must be processed through the Puerta del Sol Leasing Office. Subleasing during the lease term is permitted only with the advance approval of Puerta del Sol management.

2. Applications for approval to sublease must be submitted to the Puerta del Sol office at least two weeks prior to the planned sublease start date.

3. Subleasing will only be permitted for the duration of one academic term unless otherwise approved in advance by Puerta del Sol management. No exceptions are permitted unless approved in advance by Puerta del Sol management.

4. Subleasing without the approval of Puerta del Sol management is a violation of the lease agreement and may be grounds for eviction for the leaseholder and possible legal action against the sub-tenant. Arrangements to sublease are NOT approved until the leaseholder and sub-tenant receive an approval email from the leasing team.

5. Puerta del Sol will not hold or transfer keys from leaseholder to sub-tenant during the lease term. The leaseholder maintains responsibility for all keys. Keys must not be exchanged until the application to sublease has been approved. Puerta del Sol will permit a sub-tenant to move-in (obtain keys) or move-out (return keys) on behalf of a leaseholder if the appropriate addendum (included in this sublease application) has been completed by the leaseholder and submitted with the sublease application.

6. Puerta del Sol management is only granting permission to the leaseholder to sublease by approving this application to sublease. However, any sublease agreement is between the leaseholder and the sub-tenant. In the event a dispute arises between the parties, Puerta del Sol accepts no responsibility for the agreement or resolving the dispute.

Eligibility

1. The student must be at least 18 years of age to enter into a subleasing agreement.

2. Residents may sublease to undergraduate or graduate students (freshmen are not eligible to live at American Campus Communities located at UC Irvine). Prior to entering into an agreement, residents must notify their subtenant and housemates of the sublease arrangement in order to avoid any potential lifestyle conflicts.

3. All sub-tenants must be currently enrolled as full-time UC Irvine students in good standing and provide documentation of current enrollment upon request.

4. Residents may only sublease to single undergraduate or graduate students of the same gender. Should you require additional information regarding multi-gender housing, please contact the Puerta del Sol Leasing Office.

5. Sublease application approval is valid for the length of time listed on the application and approved by Puerta del Sol management. Approval will not be granted for any length of time beyond one academic term.

6. If your sublease begins on your lease start date and you would like your sub-tenant to complete the move-in process on your behalf, you must complete the "Leaseholder Authorization for Sub-Tenant Check-in" form included with this application. We will not release keys to your sub-tenant without a signed sub-tenant move-in addendum on file. By authorizing your sub-tenant to complete the move-in process on your behalf, you accept responsibility for all damages your sub-tenant does not list on your Unit Condition Form.

7. If your sublease ends on your lease end date and you would like your sub-tenant complete the move-out process on your behalf, you must complete the "Leaseholder Authorization for Sub-Tenant Check-out" form included with this application. By authorizing your sub-tenant to complete the move-out process, be sure your sub-tenant leaves the unit in good condition and a proper move-out is completed to avoid unexpected charges.
8. All sub-tenants must submit a photocopy of their UC Irvine student ID card with this application. If the sub-tenant does not have an ID card, they must submit a copy of their Driver’s License along with a print-out of their schedule as confirmation they are enrolled as a UCI student.

9. Parking will only be issued to the subtenant if the leaseholder has a valid Puerta del Sol permit. It is the leaseholder’s responsibility to update his/her parking account with the sub-tenant’s vehicle registration information.

10. A leaseholder may not charge a sub-tenant more than he/she pays in rent to Puerta del Sol. Refer to page 1 of your lease agreement to confirm your monthly installment and then find the corresponding daily rate on the next page.
## LEASE AGREEMENTS ENDING: 8/4/2018

<table>
<thead>
<tr>
<th></th>
<th>Priority Renewal Rate</th>
<th>Standard Market Rate</th>
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<td>Monthly Installment</td>
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## LEASE AGREEMENTS ENDING: 8/3/2019

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<th>Priority Renewal Rate</th>
<th>Standard Market Rate</th>
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<tbody>
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<tr>
<td>2 Bed/ 2 Bath Double</td>
<td>$680.00</td>
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</tbody>
</table>
SECTION I: Terms of Sublease Agreement

1. **Leaseholder:**
   - Email: 
   - Phone: 
   - Emergency Contact Information:
     - Name: 
     - Address: 
     - Phone: 
     - Email: 

2. **Sub-tenant**
   - UCI Student ID: 
   - Date of Birth: 
   - REQUIRED: Be sure to attach a photocopy of sub-tenant’s UCI ID to your sublease application.
   - Email: 
   - Phone: 
   - Emergency Contact Information:
     - Name: 
     - Address: 
     - Phone: 
     - Email: 

3. **Unit:** 
   - Bed: 

4. **Sublease Start Date:** 
   - Sublease End Date: 

5. **Rental Rate:** 
   - $ per installment
   - (reminder: installment must be equal or less than your Puerta del Sol installment)

6. **Installment Schedule:**

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Installment 1</td>
<td></td>
</tr>
<tr>
<td>Installment 2</td>
<td></td>
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<tr>
<td>Installment 3</td>
<td></td>
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</tbody>
</table>

- Total Sublease Contract Amount: 

7. **Refundable Security Deposit:** 
   - $ (deposit is with leaseholder, not Landlord)

8. **Leaseholder has a Puerta del Sol parking permit and will register subtenant’s vehicle to leaseholder account:** 
   - Yes 
   - No 
   - (circle one)
SECTION II: Housemate Notification of Intention to Sublease

It is your responsibility to notify your housemates of your intention to sublease your space. If conflict associated with your subtenant occurs in your unit and our staff determines you did not fulfill your responsibility to notify your housemates of your sublease arrangement, your approval to sublease will be revoked and your sublease arrangement will be null and void.

SECTION III: To Be Completed by Sub-tenant

In consideration of approval of this application to sublet, I hereby agree to be responsible to the leaseholder for the payment of rent, damages to the apartment, keys, parking permits (if applicable) and agree to abide by the rules and regulations which have been formulated for Puerta del Sol residents. I understand that in the event that I or my guests violate Puerta del Sol policies, Puerta del Sol staff has the right to revoke this sublease agreement between me and the leaseholder. I understand that I have the right to request a copy of the rental agreement, additional lease agreement provisions and rules and regulations for Puerta del Sol from the leaseholder.

Sub-tenant Print Name ___________________________ Sub-tenant Signature ___________________________ Date ____________

SECTION IV: To Be Completed By Leaseholder

In consideration for approval of this application to sublease and the right to resume occupancy at the end of said period, I understand and agree that I remain fully responsible during such period for all obligations under my lease agreement, additional lease agreement provisions and rules and regulations pertaining to Puerta del Sol including, but not limited to payment of rent, late charges, damages caused to apartment, keys and parking regulations, if applicable. I understand that in the event that the sub-tenant violates Puerta del Sol policies, I am responsible for all conduct and/or policy violations and Puerta del Sol staff has the right to revoke this sublease agreement between me and my sub-tenant.

Leaseholder Print Name ___________________________ Leaseholder Signature ___________________________ Date ____________

SECTION V: To Be Completed by Puerta del Sol Management

I reviewed this petition for approval to sublease with all concerned parties and advised them of their rights and responsibilities. My signature below acknowledges that Puerta del Sol has approved the leaseholder’s request to sublease for the terms outlined above.

Leasing Staff Print Name ___________________________ Leasing Staff Signature ___________________________ Date ____________
The following forms should ONLY be completed if you are requesting approval for your sub-tenant to MOVE-IN or MOVE-OUT on your behalf. Please complete the form that applies to your request.

If you are NOT requesting approval for your sub-tenant to move-in or move-out on your behalf (or if your sublease dates do not occur during the lease start or lease end date), DO NOT COMPLETE THE FOLLOWING FORMS.
LEASEHOLDER AUTHORIZATION FOR SUB-TENANT CHECK-IN

ONLY complete this form if you are requesting approval for your sub-tenant to complete the move-in process for you on your lease start date.

I, ____________________________ (Leaseholder), agree that ____________________________ (approved Sub-tenant) may act as my agent in connection with the required move-in process for my assigned unit at Puerta del Sol. My agent is authorized to take all steps necessary to complete this process on my behalf, including accepting keys for the premises and completing all required forms and inspecting the condition of the unit.

I understand keys will not be issued by Puerta del Sol to either me or my sub-tenant if there is a due balance on my resident account.

I understand I will be responsible for obtaining all keys from my sub-tenant at the conclusion of the sublease agreement period.

I understand I will communicate the information contained in this document to my sub-tenant.

I release CHF-Irvine, LLC and ACC SC Management (California) LP from any and all liability, and waive any claims against said parties, in connection there with. I further agree that I shall defend, indemnify and hold said parties harmless from any resulting claims or damages.

Leaseholder

Signature: __________________________

Print Name: __________________________

Date: __________________________
LEASEHOLDER AUTHORIZATION FOR SUB-TENANT CHECK-OUT

ONLY complete this form if you are requesting approval for your sub-tenant to complete the move-out process for you on your lease end date.

I, ____________ (Leaseholder), agree that ____________ (approved Sub-tenant) may act as my agent in connection with the required move-out process for my assigned unit at Puerta del Sol. My agent is authorized to take all steps necessary to complete this process on my behalf, including returning keys for the premises and completing all required forms.

I understand if there is a due balance on my resident account at the time of the move out, I will be responsible for making my account current. By authorizing my sub-tenant to complete the move-out process on my behalf, I understand I waive the option of being present for a move-out inspection and as such, I am responsible for all damages that may found upon inspection of the unit.

I understand it is my responsibility to provide my sub-tenant with my forwarding address. I will instruct my sub-tenant to indicate my forwarding address on the move-out document that will be completed on my behalf during the move-out process.

I acknowledge all housemates may be charged if no one claims responsibility for damages found in the common area of my unit.

I understand I will communicate the information contained in this document to my sub-tenant.

I release CHF-Irvine, LLC and ACC SC Management (California) LP from any and all liability, and waive any claims against said parties, in connection there with. I further agree that I shall defend, indemnify and hold said parties harmless from any resulting claims or damages.

**Leaseholder**

Signature: ________________________________

Print Name: ______________________________

Date: ________________________________