GENERAL INFORMATION

- Subletting without the approval of the Campus Village Housing Office is a violation of the lease holder’s contract and is grounds for eviction of the lease holder, plus possible legal action against the sub-tenant. A sub-tenant must be a college graduate student and have a Summer Academic Affiliation with the university in order to sublease. i.e. taking summer classes, academic internship at UCI or be a UCI Student.

- All sublet agreements must be processed through the Campus Village Housing Office. Subletting is allowed during the summer and is prohibited during the academic term. This document must be completed and signed by the contract holder, the subtenant and all apartment-mates and submitted to the Campus Village Office no less than 5 business days prior to the start of the sublet agreement period. Campus Village will send a confirmation email to applicant once application has been approved. Incomplete applications will not be accepted and will be returned to the lease holder.

- The apartment-mate must sign this Application for Approval to Sublet form.

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

- To post your sublease listing, please go to http://offcampus.housing.uci.edu/. If a subtenant is found, it is the 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.

PAYMENTS & FINES

- The lease 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.

- A lease holder may not charge a sub-tenant more than he/she pays in rent to the University. A sub-tenant may not sublet from two lease holders in the same apartment, which would then allow the sub-tenant to have a single apartment during the sublet period. The combined rent charged cannot exceed the combined amount the lease holder pay to the University in rent. Rent charged to a sub-tenant is NOT TO EXCEED the monthly or daily rate amounts which are $802.00/month for apartments.

- All monetary transactions are exclusively between the lease holder and subtenant. It is recommended the sub-tenant pays the lease holder and the lease holder pays the Housing cashier directly. This way the lease holder ensures that his/her lease with Housing is not violated by missed payments. If arrangements are made for the sub-tenant to pay the Housing cashier directly, the individual subletting is required to put the apartment number, lease holder’s name and lease holder’s student I.D. number on the sublet payment check.

- It is strongly recommended that the lease holder collect a deposit and one month’s rent payment prior to the start of the sublet period.

- In approving this Application for Approval to Sublet, the University is only granting permission to the lease holder to sublet; however, the sublet agreement itself is between the lease holder and the sub-tenant. 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 the lease holder in collecting unpaid rent, fines, fees or recovering funds from an individual subletting who may have damaged and/or stolen either your personal property or University property. Please be advised, use utmost discretion in choosing an individual to sublet. 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).

KEYS

- All arrangements for keys during the sublet period are solely the lease holder’s responsibility. Be certain that the necessary arrangements have been made to pick-up and transfer the keys, and these arrangements are clear to all parties concerned. Campus Village Housing will only check-out keys once and will not take keys back from a sub-tenant at the end of the sublet period. Lease holder should make arrangements with sub-tenant to exchange the 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 sub-tenant is locked out of his/her illegal apartment. In order for the sub-tenant to receive keys, the lease holder must 1) complete 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 agreed sublet dates. These forms must be completed five business days prior to the start of the sublet period to the CV Housing Office.

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**SECTION I: Terms of Sublet Agreement** (Must type or print neatly or will not be accepted)

<table>
<thead>
<tr>
<th>Sublet Period:</th>
<th>to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apartment Number:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rental Rate:</th>
<th>Per Month</th>
<th>Per Day</th>
<th>Refundable Security Deposit:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td></td>
<td></td>
<td>$(100 minimum is suggested)</td>
</tr>
</tbody>
</table>

How and when payments will be made:

---
Address payments will be sent: ________________________________

Additional information: ____________________________________________________


SECTION II: To Be Completed By Lease Holder (Must type or print neatly or will not be accepted)

In consideration for approval of this petition to sublet 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 and regulations for Campus Village Apartments including, but not limited to payment of rent, late charges, damages caused to apartment, keys, and facilities. (PRINT CLEARLY)

Lease Holder: ________________________________ UCI Student ID: __________________

Summer Address: ________________________________ Cell Phone: __________________________ (print clearly)

Summer Phone: ________________________________ E-mail: __________________________ (print clearly)

Emergency Contact: ________________________________ Relationship: __________________________ Phone: __________________________

Lease Holder Signature: __________________________ Gender: M F Date: __________

It is ok to release the following information: (circle) Campus Phone: yes or no Campus Address: Yes or No

SECTION III: To Be Completed by the Apartment-Mate of Lease Holder

I, the undersigned resident of Campus Village Apartment No. ___________, and apartment-mate of the lease holder listed under Section II, am aware of and fully support my apartment-mate’s request for approval to sublet as described in this document.

Apartment-Mate name (print) Apartment-Mate Signature UCI Student I.D. # Date __________

SECTION IV: To Be Completed by Sub-Tenant (Must type or print neatly or will not be accepted)

In consideration of approval of this petition to sublet, I hereby agree to be responsible to the contract holder for the payment of rent, damages to the apartment, keys, facilities, etc., and agree to abide by the rules and regulations which have been formulated for Campus Village residents. I have received a copy of the contract for Campus Village apartments, which is attached to our copy of this application. A copy of the Undergraduate Housing Handbook and University Policies for Students is available upon request at the Campus Village Housing Office.

Sub-Tenant: ________________________________ UCI Student ID (passport# or DL#): __________________

Current Address: ________________________________ Cell Phone: __________________________ (print clearly)

Summer Phone: ________________________________ E-mail: __________________________ (print clearly)

Emergency Contact: ________________________________ Relationship: __________________________ Phone: __________________________

It is ok to release the following information: (circle) Campus Phone: Yes or No Campus Address: Yes or No

Summer Academic Affiliation: Proof of academic affiliation must be turned into the Campus Village Housing Office upon move in

(check all that apply): __ Summer Classes __ Academic Internship __ UCI Student

Sub-Tenant Signature: __________________________ Gender: (circle) M F Date: __________

SECTION V: To Be Completed by Campus Village Professional Staff

I have reviewed this petition for approval to sublet with all concerned parties and advised them of their rights and responsibilities. All sections of this petition are complete and all parties have signed. My signature below grants University approval to sublet to the lease holder.

CV Staff Member Name (print) CV Staff Member Signature Date __________

FDA-Online Test (Office use only)

FDA-Online Test (Office use only)