

Sublet Your Space...

Housing & Dining Services - Wolman 102 - 410.516.7961

If you will be vacating your University owned unit over the summer it is possible for someone to sublet your space while you are gone. There is not a cost associated with this, however, you must inform the Wolman Housing Office of your plans. There are also a few guidelines and tips you should consider before committing to sublet your space.

- You may only sublet your apartment/Charles Commons room to a currently enrolled, full time undergraduate of this University.
- If you are in a 2, 3 or 4 bedroom apartment you may only sublet to someone of the same gender.
- You must come to the Wolman Housing office with the person you will be subletting to with your JCard. You will need to complete a University Sub-License Agreement Form that we keep on file. This will make your sublet legal and gives permission for the person you designate to allow access to your space in University Housing. We need this information in case of an emergency. If the person you sublet to gets locked out we will reference this list before we allow them back into the space. If they are not on the list we will not allow them to enter the apartment or suite. If we discover that there is someone illegally subletting a space they will be asked to vacate immediately.

The Housing Office will not connect you will potential subletors. However, you can utilize our Off-Campus Listings database to advertise your space under University Housing. For directions on how to list your space go to: www.jhu.edu/hds/offcampus and click on Landlord information. You must register as a Landlord to list your space. Also, we have developed a Facebook page where you can join the group: [Summer Subletting 2009](#) and post your information. And don't forget about the [JHU Daily Jolt \(www.dailyjolt.com\)](http://www.dailyjolt.com) which is another adverting opportunity. **Keep in mind, you may be contacted by people who are not eligible to sublet your space. If you are interested in subletting your space, it must be to a full-time undergraduate student at the university. Please be aware that the University will remove illegal subletors and you will be subject to a \$75 lock change to re-key the apartment/suite.**

Once you have found someone to sublet your unit, it is advisable to draw up an agreement between you and the person you will be subletting to. You should outline how much you will charge and when the payment(s) are due. You should also discuss possible damage charges. If the person sublets your space and damages the unit the University will bill these charges to the person who rented the space from the University — not the student subletting the space over the summer. If you sublet your space

you will be responsible for damages incurred for the entire lease term. You may want to document the condition of the apartment with the person who is subletting the space from you. Should damage occur, you will need to follow up with them as we will not. The university will also not accept any payment for spaces nor be available to exchange keys between you and the person you sublet the space to.



UNIVERSITY SUB-LICENSE AGREEMENT

Please print all information

Your Gender: Male Female

Building: BRADFORD HOMEWOOD CHARLES COMMONS

Unit/Room (ie: 301A): _____

Type of Unit: EFF/1BR 2BR 3BR 4BR

LICENSEE

Print Licensee's Full Name _____

University Phone Number _____ Cell Phone Number _____

Email Address _____ JHED ID _____

If you are in a 2,3 or 4 bedroom unit will your roommate(s) be sub-licensing their space as well? _____

SUB-LICENSEE

Print SUB-LICENSEE's Full Name _____

University Phone Number _____ Cell Phone Number _____

Email Address _____ JHED ID _____

Local Address _____

Permanent Address _____

CLASS STANDING: _____

It is hereby agreed between _____ of unit _____ and _____ that _____ will sub-license the said unit to _____ for a period of _____ to begin on _____ and to end on _____, for a housing fee not to exceed the amount charged by the University. It is understood and agreed that the said unit will remain in the name of _____, who will retain responsibility for the said unit including regular housing fee payments to the University for the period that the said unit is retained in _____'s name. It is further understood that _____ will not sub-license the unit to anyone other than _____ and will report further arrangements to the Associate Director of Housing.

Licensee Signature _____ Date _____

Sub-Licensee Signature _____ Date _____

Associate Director of Housing _____ Date _____

- ▶ Licensee—JHU student holding the lease
- ▶ Sub-Licensee—The student who is sub-licensing the unit

Undergraduate Unit Sub-license Agreement

This contract represents the agreement that exists between the Housing Office and _____, hereafter referred to as the Licensee. The Housing Office is willing to permit this sub-license to occur only with the Licensee's understanding and agreement to the following terms:

- A Licensee is allowed to sub-license his/her space to a full time undergraduate Hopkins student anytime during the period of Friday, May 15, 2009 through Friday, July, 31, 2009. Both students are required to present their JCard to the Housing Office for proper verification before approval is granted.
- Tenants living in a multiple share unit can sublicense their unit only to a student of the same gender.
- Keys must be exchanged between the licensee and the sub-licensee. JCards will be activated by the Wolman Housing Office.
- Payment of the housing fee is the exclusive responsibility of the legal licensee. Sub-licensing cannot occur beyond the termination of a lease. Sub-licensee must vacate and key and/or access cards must be returned to the Wolman Housing Office or the Wolman Security Desk (after hours) no later than Friday, July 31, 2009.
- In the event that a sub-licensee has not gone through the approved sub-license process, he or she **will not** be given access to the tenants unit and will be required to vacate the premises immediately.

Licensee understands that the Housing Office is attempting to accommodate the Licensee's desire to sub-license his/her space during the period specified on the lease and agrees to abide by the requirements of the procedures outlined. Signature on this form represents full agreement on the part of the licensee and sub-licensee to comply with the requirements stated above.

Print Licensee's Full Name _____ JHED ID _____

Licensee Signature _____ Date _____

Print Sub-Licensee's Full Name _____ JHED ID _____

Sub-Licensee Signature _____ Date _____

Associate Director of Housing _____ Date _____

_____ *Office Use*

Date Received _____ NOTES: _____