

Subletting a JHU-Owned Apartment

Students living in University Housing with 11-mo. contracts have the option to sublet their space during the summer months beginning when the Residence Halls close in May through the end of their contract term. Only full-time undergraduate students in the Krieger School of Arts & Sciences or the Whiting School of Engineering may apply for sublet in University Housing.

Subletting begins Friday, May 18th, 2018 - Tuesday, July 31st, 2018 by 12noon.
(August 25th, 2018 for students who signed an 8/1/2018 housing contract)

Requirements:

1. The sub-licensee **MUST** be a Johns Hopkins undergraduate student currently enrolled full-time in the Krieger School of Arts & Sciences or the Whiting School of Engineering program.
2. Students subletting a space in a multi-share apartment/suite (2+ bedrooms):
 - **MUST** inform their roommate(s) of their intent to sublet.
 - **MUST** sublet to another student of the same gender; current Gender Inclusive apartments/suites are the only exception. Contract holder should inform subletter that they will be subletting in a mixed gender suite. Additional follow-up from the Housing Office will be required.
3. The contract holder **MAY NOT** charge more than the University charges for their space. To find out the monthly cost, take the amount charged by Housing for the 2017 - 2018 academic year and divide it by the number of months in the lease.
4. The Housing Office **WILL NOT** approve a sub-license after the lease holder has vacated/turned in their keys to Housing or for a lease holder who is not reachable by phone or email.
5. Once the application has been submitted, the licensee & sub-licensee **MUST** come to the Wolman Housing Office to sign the agreement and finalize the sublet agreement. The Housing Office will reference this agreement in the event of a lock out or an emergency situation.
6. Once finalized, the sublet will be considered official and the sub-licensees's Jcard will be activated for the specified dates of the sublet agreement and the contract holder's Jcard will be **DEACTIVATED**.
7. The key and payment exchange **MUST** be managed between the licensee/sub-licensee.
8. It is advisable to draw up an agreement between both parties outlining the cost, payment(s), and the condition of the space. If damages occur, the Housing Office will bill these charges to the contract holder - **NOT** the student subletting the space - and it will be the responsibility of the contract holder to get reimbursed by the sublettor.

How to Find a Sublet:

You are welcome to utilize the listings options below to help your search. It is important to note that the Wolman Housing Office will not identify potential subletters; that is your responsibility.

- **University Housing Sublet Google Docs:**
 - Students living on campus in 11-mo. contract spaces can complete this Google Form to advertise their space: <http://bit.ly/ListASublet>. **Please note information submitted below will not be secured through a Johns Hopkins University network and will be viewable to anyone with the link to the sublet listings Google Sheet. If you are not comfortable with sharing this information, please utilize one of our other recommended methods of advertising.**
 - Students with 9-mo. contracts searching for a space available for summer sublet have access to the University Housing Sublet Listings. The listings will be managed by the Wolman Housing Office. Contact the office for more information.
- **University Housing Online Database:** To advertise your room, visit: <https://offcampushousing.jhu.edu>. Login with your JHED ID and add a listing under your account. Be sure to select Sublet/University Housing and use the heading: UNIVERSITY HOUSING SUBLET – UNDERGRADS ONLY. If you have any questions or concerns with this process, please do not hesitate to contact us at: 410-516-7961.
- **JHU Sublets:** Post on the front page. Facebook is a really good tool to identify a potential subletter. In addition to our page, try posting on other relevant pages.

*NOTE: you may be contacted by people who are not eligible to sublet your space (ie. full-time or part-time graduate students or people not affiliated with the University), but remember, they **are not eligible** to sublet a University-owned space.*