

Subletting an University-Owned Apartment

If you plan to vacate your University-owned apartment/suite for the summer you have the option to sublet your space to another full time undergraduate Arts & Science or Engineering Hopkins student for the remainder of the contract term. There is no cost associated with this, however, you must do the leg work in identifying that individual and then inform the Wolman Housing Office of your plans. The following are the sublet guidelines necessary for you to follow in order to obtain a legitimate and successful sublet of your space.

Subletting begins Friday, May 13th, 2016 - Sunday, July 31, 2016 by 12noon.
(August 27, 2016 for students who signed an 8/1/2016 contract)

Guidelines:

- Subletter **MUST** be a currently enrolled, full time undergraduate Arts & Sciences or Whiting School of Engineering student of this University.
- If you are subletting a room in a multiple share apartment/suite; your subletter **MUST be the same gender**. Efficiencies and one-bedroom apartments are the only exception. If you live in Gender Inclusive Housing, additional follow-up will be required by the Housing Office.
- You can not charge your subletter more than the University charges you for your space. To find out the amount per month, take the amount charged by Housing for the 2015 - 2016 academic year and divide by the number of months in your lease.
- Housing **WILL NOT** approve a sublet 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.
- You and your subletter **MUST** come to the Wolman Hall Off-Campus Housing office to **complete and submit the University Sub-License Agreement Form for approval**. This agreement will be referenced during the sublet in the event of a lock out or an emergency situation. Should we discover that someone is subletting in university housing illegally (ie. no approved sub-license agreement on file), the student will be required to vacate the premises immediately and the locks will be changed and the Licencee will be charged.
- Once approved, your sublet will be considered official and the student's Jcard will be activated for the specified dates of the sublet. Your Jcard will be DEACTIVATED.

How to find a sublet:

You are welcome to utilize some of the listings options below to help your search. However, the Wolman Housing Office will not identify potential subletters; that is your responsibility. Please note: you may be contacted by people who are not eligible to sublet your space (ie. full-time or part-time graduate students or others not affiliated with the University). If you have questions regarding eligibility, please contact our office @ 410-516-7961 or email: sublets@hd.jhu.edu. The University will remove illegal sublettors and you will be subject to a \$75 lock change fee to re-key the apartment/suite immediately.

- **University Housing Online Database:** To advertise your room online please 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 in the heading use: 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 or sublets@hd.jhu.edu.
- **JHU On-Campus Summer Sublets - Facebook Page:** 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.

It is advisable to draw up an agreement between you and the student you will be subletting to. You should outline how much you will charge and when the payment(s) are due. A sample agreement is available online at: http://www.jhu.edu/hds/oncampus/PDF/SAMPLE_SUBLEASE_AGREEMENT.pdf. Keep in mind that you can not charge your subletter more than the University charges you for your space. You should also discuss the possibility of damage charges. If a student sublets your space and damages the unit Housing will bill these charges to YOU - NOT the student subletting the space. You should document the condition of the apartment/room with the person who is subletting the space from you prior to your departure. Should damages occur, you should be prepared to address damage charges with them.

PLEASE NOTE: The University will not accept any payment for spaces nor be available to exchange keys between you and the student 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 ☐ 3BR
☐ 2BR ☐ 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
Licensee Building—Unit # Sub-Licensee
_____ will sub-license the said unit to _____ for a period of _____ to begin
Licensee Sub-Licensee Length of Sub-License
on _____ and to end on _____, for a housing fee not to exceed the amount charged by the University. It
Start Date End Date
is understood and agreed that the said unit will remain in the name of _____, who will retain responsibility for the
Licensee
said unit including regular housing fee payments to the University for the period that the said unit is retained in _____'s
Licensee
name. It is further understood that _____ will not sub-license the unit to anyone other than _____
Licensee Sub-Licensee
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 13, 2016 - Sunday, July 31, 2016 by 12-noon. 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 of the Wolman Security Desk (after hours) no later than Sunday, July 31, 2016 by 12-noon.
- 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:

SQL

☐

Initial / Date

EMS

☐

Initial / Date

Email

☐

Initial / Date