

University Highlands Student Apartments
289 Ambling Way, Boone North Carolina 28607
Phone (828) 263-0100 Fax (828) 263-0200

REQUEST TO SUBLEASE

Name_____Apt_____

Are you renewing for next year (circle one) Yes No If so, apt #_____

I am requesting written consent to sublease my apartment in accordance with paragraph 8 of my lease and am providing the following information:

- Name of sub-lessee: _____Phone# _____
- First Month sub-lessee will be taking over: _____

(Leases can't start in the middle of a month. They start on the 1st day of the month.)

I understand and agree to the following conditions:

I will remove all my personal belongings and garbage. I will clean my bedroom and bathroom.

- I must return my apartment to its original condition and return my keys and parking sticker to the office prior to departing.
- All fines, fees, and rent must be paid and my account must be at a zero balance prior to subleasing.
- My deposit will not be refunded until 30 days after termination of my lease.
- My sublessor must be a currently enrolled student at Appalachian State University and will not be allowed to occupy the apartment until 24 hours after my room has been inspected.
- I cannot sublease to a member of the opposite sex.
- **My sublessor can not be obligated to a lease at another community, or in a dorm contract.**
- **My sublessor will not be considered for an accommodation for an Emotional Support Animal if their sublease is for 3 months or less.**
- My sublessor must fill out a lease packet, have the Guaranty of Lease signed by a parent and notarized, and provide two checks - a \$200 security deposit check and a \$100 non-refundable administrative fee check.
- I must pay a \$100 sublease fee (check or money order) when I submit this form.

Resident Signature: _____ Date: _____

University Highlands
SUBLEASE FAQ SHEET
Updated May 2024

- 1) **Whose responsibility is it to find a sublessor if I want to get out of my lease?** It is the current lease holders' responsibility. We suggest that you post your offer on social media sites and on www.offcampushousinghousing.appstate.edu.
- 2) **When I find a sublessor what do I need to do?** The current resident needs to sign an "Request to Sublease" form that is available at the office or to download from our website. The current resident also has to pay the \$100 Sublease Fee (check or money order) in order for us to accept a lease package from the sublessor.
- 3) **What does my sublessor have to do?** They must complete a lease package that is available at the office or on our web site at www.universityhighlands.com. Along with the completed lease package, the sublessor must pay a \$200 security deposit and a \$100 administrative fee.
- 4) **What if my sublessor has a lease or dorm contract that has not expired or been terminate?** Lease packages from students that have not fulfilled or been released from current contracts ***will not be accepted***. We suggest you ask them that question before you agree to sublease to them!
- 5) **What if my sublessor has an ESA? I will need to inform them that University Highlands will not consider accommodations for an ESA if the sublessors lease term is for 3 months or less.**
- 6) **What if my sublessor has leased at University Highlands for the fall?** Then they would not have to pay any additional monies but would still need to complete a new lease package including a new Guarantee of Lease for the sublease period.
- 7) **What do I need to do when I move out?** You must remove all your personal belongings and garbage, clean your bedroom and bathroom, repair nail holes, and return your keys and parking pass to the office.
- 8) **When can my sublessor move in?** The sublessor may move in on whatever day you both agree upon after we have inspected the bedroom. This must be done during normal business hours and sublessors should call to make a move in appointment. The sublessors first installment of rent will be due when they pick u their keys.
- 9) **When will I get my security deposit back?** Your bedroom will be inspected after you turn in keys but we will not process your security deposit refund until the last day of the month in which your lease ends. At that time, if everything is paid in full and there are no additional charges, your security deposit will be refunded within 30 days and the check will be mailed to your forwarding address.
- 10) **Can the sublessor stay through summer sessions if necessary?** Yes, if their lease does not end in June. They must be enrolled in the second summer session (in person classes only) and would have to sign a "Request to Extend" form that is available at the office. They would not have to pay any additional rent past the original lease expiration date to stay thru the end of the second summer session. Their enrollment will be verified thru the university.
- 11) **What if the sublessor does not pay the rent or causes damages?** Once the sublessor has signed a new lease and you have turned in your keys and parking sticker, you are no longer responsible for anything.

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