



Sublease Information

Subleasing requires all paperwork to be amended and all administration work to be done again. It is a tedious process and we would like to thank you ahead of time for carefully reading and following the steps below.

To sublease you will need to complete the following steps:

- 1) You are responsible to find someone to sublease the condo. **We do not offer this service.**
- 2) Have the new party fill out the Guarantor form, Completion addendum, and Application. You will have them fill out the application at <https://www.campuscondos.com/vacancies>. They will have to pick a random property on this site and fill out the application. Once done, I can change it on the backend to your condo. **They have to alert me via email their name and what they are applying to.** The application fee is \$100 and is paid online. All forms are found under the Documents tab and will need to be attached to the application.
- 3) There is a \$250 lease transfer fee that will be added to your portal. This is to transfer the lease from your name into the name of the person subleasing. The lease will not be created until this fee is paid.
- 4) You and the new party will work out the security deposit. We keep the original security deposit on file until the completion of the lease. At that time, the person on the lease will get the deposit refunded to them. **We will not take the security deposit from the new lease holder and refund yours.**
- 5) **A sublease will be done 1 time only.** Any additional subleasing will be charged 85% of 1 month's total rent to sublet in addition to the fees above. If you have additional roommates that are subleasing, make sure you do it all together or you will be charged the 85% for any additional sublease done after the 1st sublease.
- 6) No walk through, cleaning, or inspection will be done prior to you moving out or them moving into the condo. They will be taking the property over as-is.

A tenant may not sublet (rent the house or apartment to another person) without the consent of the landlord. [Section 91.005](#), Property Code. If a tenant sublets without the consent of the landlord, the landlord may evict the subtenant and sue both the subtenant and the original tenant for any damages caused by the subletting arrangement.

