

HOW TO SUBLEASE/SUBLET

WHAT IS A SUBLEASE?

Subleases are generally used when you are leaving a unit with no intention to return. The current tenant is seeking a new tenant to assume the remainder of the current lease.

NOTE: Initial tenant is still liable to damages and unpaid rent/utilities.

WHAT IS A SUBLET?

Sublets are generally used when you are leaving your unit for a specific period of time (e.g., winter or summer break) but plan to return. Current tenant is renting unit to someone else (subletter) for a stated time period.

NOTE: Tenant is still liable for any unpaid rent and/or damage while subletting. The initial tenant, in a sense, becomes the landlord for the subletter.

BEFORE YOU SUBLET/SUBLEASE

- Perhaps the most important thing to do before choosing to sublease/sublet your rental is to *ensure that you have secured another place to live*. Be sure that you will have some place to move into by the dates your potential sublessee/subletter would move into your rental.
- Let your current roommates know of your intention to move. This courtesy will allow them to prepare for a new roommate and the changes that come with that. Also, they may already have someone in mind, which could make your task easier. Develop a plan for choosing your sublessee/subletter. Your current roommates will probably want to have some input on who they will be sharing living quarters with, and you should give them that courtesy. Be clear with them.

HOW TO SUBLEASE/SUBLET YOUR RENTAL

- Visit Off-Campus Housing Services' web site, www.och.umd.edu to **list your property for free** in the OCH Database. Provide as much information as possible, both about the unit and the environment (roommates, pets, etc.). You can also add photos of the unit, which will not only provide more information but will also **give your listing higher placement in the search results**. *There is no charge for UM students to list on OCH Database.*
- Fill out a "Rental Announcement"** form at www.och.umd.edu. Fill it out and submit online or fax/mail/drop it off at our office in 0232 Stamp Student Union. This will be posted for two weeks *for free* in the bulletin boards located on the ground floor of Stamp near CapitalOne Bank.
- Once potential subletters/sublessees contact you, **set up appointments** for them to view your rental and for them to meet their potential roommates. This is crucial – your current roommates should be included in this process because they will be living with this person and should have input on who is the final choice.
- After you have chosen your sublessee/subletter, **iron out your details**. When will they move in? When will they move out (subletter)? Be sure to have a **WRITTEN** contract that addresses not only these questions, but other standard rental agreement issues as well.
- Be sure to hold up your part of the agreement**. Vacate the rental in time for the sublessee/subletter to occupy it by the dates stated in the agreement. Leave any agreed upon items and clean thoroughly.