What You Need To Know About Subleasing

- Do you have the permission of the owner or manager to proceed with arrangements for a sublease?
  - If you do not have permission, the owner has the right to declare your arrangements invalid.

- Have you verified if the owner or manager of the rental is entitled to charge a sublease fee?
  - Check the original lease and contact the owner or manager of the rental to confirm the sublease process.

- Will your subtenant be paying rent to you or directly to the owner?
  - In most subleases primary responsibility for on-time payment of the rent remains with the original tenant.

- Are the terms of the lease recorded in a written document?
  - Don't proceed with a rental agreement, including a sublease, if it is not documented in writing.

- Have you made arrangements for you and your subtenant to complete an inventory and condition report at the time of the subtenant's move-in?
  - Owners and managers hold the original tenant responsible for any damage that the subtenant may do.

- How much will you ask of your subtenant for the security deposit?

- Have you verified that the dates of the sublease do not extend beyond the dates of the original lease?

- Questions?
  - Contact the community housing office at your UC campus for advice and resources.