

CAMPUSVIEW REAL ESTATE
PO BOX 439
RIVER FALLS, WI 54022
715-425-5150

To all Campusview residents,

The following page(s) will outline our procedures for subletting your apartment for a part of the lease. Please note that there is a \$50.00 processing fee for all sublease applications submitted.

Please be reminded, in a sublet situation your security deposit stays on record with us until the end of your lease term, at which time it is returned to you less any deductions. You are under no circumstances released from liability in a sublet situation. For this reason, we suggest that you hold a security deposit from the person that sublets from you to cover any deductions they might be responsible for.

Please advise of any applicants that you find, that may be interested in subletting from you. Once we receive a completed application, we will electronically send out a sublease addendum to everyone on the lease. Campusview will not approve anyone to sublet the apartment until everyone on the lease has signed the sublease addendum.

Sincerely,

Campusview Real Estate

PROCEDURE FOR SUBLEASE

Sublease is when someone is taking over occupancy for part of a lease period (for example: summer residency) or taking over as a roommate in a multiple roommate occupancy (for example: one new Resident in a group of 5 carry over residents). The procedure is as follows:

1. Resident desiring to find a replacement must notify Campusview Real Estate of intent to sublet. Applications will be electronically sent to all potential sublessees.
2. Resident Advertises for subtenant at Resident's expense.
3. Resident shows apartment to any prospective renters.
4. Resident then requests an application for all interested prospects. Resident will submit the name, phone number, & email address of the interested prospect, so that Campusview can electronically send out the application. Resident should also let us know the dates that the sublessee will be living in the apartment.
5. Resident must pay the \$50.00 processing fee, before any application will be processed.
6. Once Campusview receives the completed application, we will electronically send out a sublease addendum to everyone on the lease. All lessees must sign the addendum, thus agreeing to the sublet the apartment. **Campusview will not approve anyone to sublet the apartment until everyone on the lease has signed the sublease addendum.**
7. If everything checks out, Campusview Real Estate will give written notice of approval.
8. Under NO circumstances shall sublessee be given keys or allowed to occupy until **written acceptance** of sub-tenancy is received from Campusview Real Estate. To do so is an act of trespass and criminal charges will be brought.
9. Under a sublet, the original Resident's security deposit is held until the end of the lease. Rent shall be paid by sublessee directly to Campusview Real Estate. Any arrangements that the sublessee makes with the original Resident for partial rent payment is strictly between those two parties. Original Resident must inform Campusview Real Estate of rent payment arrangements with the sublessee and Campusview Real Estate expects payment of rent in full on due date as usual.
10. The apartment checkout and security deposit return will occur at the end of the lease. The original Resident is responsible for the state of the apartment and for any and all damage, and/or cleaning needed, whether caused by Resident or his or her sublessee. For this reason, we recommend that the Resident collect a security deposit from the sublessee and have a written agreement between them. We also recommend that the Resident return if possible at the end of the lease to make sure cleaning is completed. Periodic checks by Resident during the sub-tenancy can help keep damage and abuse by the sublessee under control and help insure the return of more of the original Resident's security deposit.