

Graduate Housing Department

Guidelines for Subletting

Residents who plan to be absent from Princeton for a short period during their contract timeframe must adhere to the following guidelines if they wish to sublet their unit during their absence. Students may not sublet their unit for more than one semester.

1. Enrolled graduate students who have a valid contract for the next academic year may sublet their apartment. Students who have an extension may not sublet. Enrolled graduate students may sublet their apartments if they are going to be away from Princeton for a few months to do independent research or if they are to be gone during all or part of the summer (see number 3 below concerning summer sublets). Graduate students who are taking a leave of absence from the University are not considered enrolled and are therefore not eligible for University housing during the period of their leave. Hence, students planning a leave of absence are not allowed to sublet their apartment. Students in this situation must vacate their unit within 30 days of the termination of their enrollment but no later than June 30 for a summer vacate. They may reapply for University housing before their anticipated return to campus.
2. In rare occasions when it becomes necessary for the apartment contract holder to extend their sublet contract, they must reapply to the Housing Department. The Housing Office will require confirmation from the student's Academic Department, and re-evaluate the circumstances.
3. The University contract holder is responsible for making monthly payments. The University contract holder assumes responsibility for all damages beyond normal wear and tear that may be caused to the property during the period of subletting and will bear all costs of such repairs.
4. No subletting is permitted beyond the contract period. Graduate students may not sublet their apartments beyond June 30 unless they have already obtained an apartment contract renewal for the following academic year.
5. Graduate students may sublet to individuals directly affiliated with Princeton University. The exception is undergraduate students. Under no circumstances, may an Undergraduate student sublet a graduate apartment.
6. Sublet amounts charged for the unit must not exceed the contract amount charged by the University for the unit. The University contract holder will remain liable for the total payment due during the term of the contract.

7. The University contract holder must complete a Sublet Permission Form available at http://facilities.princeton.edu/housing/b_graduate/forms_apps/SublettingGuidelines.pdf or at the Housing Office and prepare a written agreement for the subtenant that clearly states the period of subletting, monthly payment expectations, and any other conditions deemed necessary. All parties involved must sign the agreement and submit a copy with the Sublet Request Form to the Housing Office at least 10 days before the sublet period.

8. The Parking Office will issue a temporary parking permit to subtenants that have a copy of the approved Graduate Housing Permission Sublet Form. The Housing Office does not issue additional keys to subtenants. The contract holder may request an extra key from their superintendent. The key must be signed for and the contract holder will be held responsible for any keys that are not returned to the University. A lock change will be performed if any key(s) are not accounted for.

9. Subtenants are not allowed to make payments to the University on behalf of the contract holder. The contract holder is responsible to make payments directly to the University. Students that are still receiving a stipend may continue to have the monthly rate deducted.

10. It is important that any individual that has your permission to enter your apartment must be registered in writing with the Housing Department, ten days in advance. This includes but is not limited to: pet-sitters, and individuals that will water your plants. These individuals will not be granted access to your apartment if they are locked out.

It is important to file a sublet request. Subtenants, spouses, domestic partners and other dependents who are unofficial and are locked out will not be allowed access to the apartment. Subtenants will not receive lock out services without their copy of the approved sublet permission form. **Sublets are not approved until the form has been signed by the Housing Office and the student contract holder requesting the sublet has been emailed confirmation of approval.** Students should come to the Housing Office to pick up a copy of the approved Sublet Permission Form or they may request a copy be mailed to their Academic Department.

GRADUATE HOUSING SUBLET PERMISSION FORM

Please read the “**Guidelines for Subletting**” before completing this form. Return the completed form and a written agreement for the subtenant that clearly states the period of subletting, payment expectations, and any other conditions deemed necessary. Attach the written agreement to the form. Make sure both the form and the agreement are signed by all parties involved. Failure to submit both articles will result in your request being delayed/denied.

GRADUATE APARTMENT CONTRACT HOLDER:

NAME _____ PUID # _____

Department _____ Extension _____ Year of Study _____

Leave Address _____

Reason for Leaving _____

University Housing Address _____ Phone _____

SUBTENANT:

NAME _____ PUID # _____

Spouse, Domestic Partner, other dependant(s) living with you _____

Department _____ Extension _____ Year of Study _____

Sublet period: From _____ to _____

Monthly Rate Charge: \$ _____

“We understand that this document will become a permanent record. We have read the guidelines for subletting and understand that failure to comply with these Regulations may result in the termination of the contract and sublet.”

Apartment Contract Holder Signature _____ **Date** _____

Subtenant Signature _____ **Date** _____

Note: Return a copy to Graduate Housing at least two weeks prior to the requested sublet period. Contract holders should not plan on the approval until a copy of this form has been signed and returned to the contract holder. Contract holders are responsible for informing the sub letter of all the documentation made between Housing and the contract holder. It is also the contract holder’s responsibility to inform the sub letter of the Terms and Conditions agreement for Graduate Apartments.

PLEASE ATTACH THE “WRITTEN SUBLETTER AGREEMENT” TO THIS FORM.

HOUSING OFFICE ONLY	
The request to sublet the above mentioned apartment unit has been reviewed and	
APPROVED _____	Date _____
(Housing Official Signature)	
Comments _____	
The request to sublet the above mentioned apartment unit has been reviewed and	
DENIED _____	Date _____
(Housing Official Signature)	
Comments _____	