Sublease Application

If you are a current student who is eligible to live in on-campus housing or the relative of a student now living in on-campus housing there may be a sublease opportunity available for you. Please read the following and complete the attached form.

Requesting a Sublease

Complete, sign, and submit this form to the following location:

Dallas Theological Seminary
Attn: Housing Office
3909 Swiss Ave., Dallas TX 75204
Fax: 214-887-5521
Office: 214-887-5213
Email: subleasing@dts.edu

Your request will be matched with an offer from a student in Washington Hall, our single student housing, or from Swiss Tower, our married couple housing. Students visiting without their spouses or families will be housed in Washington Hall and those who will be bringing family will be housed in Swiss Tower.

Reserving your Sublease

Within two weeks of submitting your request, you will receive an email from us indicating whether or not we have found an apartment for you. If you receive an offer and would like to accept it, respond to the email within three days to reserve the apartment. If an apartment is not available within two weeks, we will notify you and give you the option of remaining at your place on the sublease waiting list in the event that a room eventually becomes available.

Cancellations are not permitted once you have reserved the apartment and the resident is notified of your visit. The full amount will be due to the Housing Office on the first business day after your sublease.

Arriving at DTS

You may arrive on campus any weekday between 9:00 a.m. and 10:00 p.m. and on Sundays between 2 p.m. and 8 p.m. You may not arrive or depart on a holiday. When you arrive, you will need to call the apartment manager to get the key and sign in:

Swiss Tower: 214-887-5215
Washington Hall: 214-887-5212

NOTE: The Campus will be closed for the Christmas Holiday. Holiday subleases are the resident’s responsibility.

Paying for your Sublease

Payment for your sublease is due on the first business day after you arrive. Payment is accepted in the Housing Office in Washington Hall. Office hours are from 8:00 a.m. to 4:30 p.m. Monday through Friday. We accept cash or check, but not credit card payments.

Leaving DTS

You must check out by 12:00 noon on the last day of your sublease. If you depart after that time, you will be charged for an extra day.

As a courtesy to the guests visiting after you, please clean the apartment before you go. Should the apartment be found uninhabitable by managers after your stay, your student account may be charged a cleaning fee. Dallas Theological Seminary is neither responsible nor liable for the condition of the apartment upon arrival of either party.

When you leave, return the keys to the drop-box in the apartment manager’s door. DO NOT leave them in the rent payment box in the lobby or in the apartment. Doing so will make them unavailable for the next guest.

No pets are allowed for subleasing guests.
Sublease Request Form

Please Check One:
- ☐ I am a current student taking a summer or winter class
- ☐ I am a current student visiting campus, but not taking a class
- ☐ I am a current resident at DTS and am requesting a sublease for family members
- ☐ I am the close family member of a current Housing Resident

Contact Information

Name: _______________________________ Student ID: ________________
   First Name _______________________ Last Name ________________________
Phone: _____________________________ Email Address: ______________________
Mailing Address: ______________________________________________________
City: ______________________________ State: ________________ Zip Code: ____________

Single Housing
If you are visiting without a spouse or family, complete this section

Gender: ☐ Male ☐ Female

Arriving Date: _____/_____/_____: ______
   Month Day Year Day of Week
Arrival Time: ☐ 9 a.m. – 12 p.m.
            ☐ 2 p.m. – 4 p.m.
            ☐ 4 p.m. – 6 p.m.
            ☐ 6 p.m. – 8 p.m.
            ☐ 2 p.m. – 4 p.m. Sunday Arrival Time
            ☐ 6 p.m. – 8 p.m. Sunday Arrival Time

Departing Date: _____/_____/______ By 12:00 Noon
   Month Day Year

I would prefer:
1st choice 2nd choice
   1 bedroom apt. ☐ ☐
   Private room in a two bedroom apt. ☐ ☐
   Shared room ☐ ☐

Housing Request

Married/Family Housing
If you are bringing a spouse or family, complete this section

Number of people to occupy apartment: ______
Description of Family: ______________________
   _______________________________________

Arriving Date: _____/_____/______: ______
   Month Day Year Day of Week
Arrival Time: ☐ 9 a.m. – 12 p.m.
            ☐ 2 p.m. – 4 p.m.
            ☐ 4 p.m. – 6 p.m.
            ☐ 6 p.m. – 8 p.m.
            ☐ 2 p.m. – 4 p.m. Sunday Arrival Time
            ☐ 6 p.m. – 8 p.m. Sunday Arrival Time

Departing Date: _____/_____/______ By 12:00 Noon
   Month Day Year

I would prefer:
1st choice 2nd choice
   1 bedroom apt. ☐ ☐
   2 bedroom apt. ☐ ☐

If not a current DTS student:
Name of current resident to whom you are related: _______________________________

I verify that I have read and understand the procedures for subleasing, that I am currently a DTS student or the close relative of a current resident, and that completion of this form does not guarantee an offer corresponding to my request.

Sub-Lessee Signature: ________________________________ Date: ________________