Sublease Offer Form

Washington Hall

If you are a current resident Washington Hall, you may offer your apartment for subleasing to current off-campus students who are taking summer or winter classes, or to immediate family members of current residents.

Sublease Procedures for Residents

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

Dallas Theological Seminary
Attn: Leasing & Relocation
3909 Swiss Ave., Dallas TX 75204

Office: 214-887-5213
Fax: 214-887-5521
Email: subleasing@dts.edu

2. We will assign guests to your apartment on a first come – first served basis.
   - **As a courtesy to your roommates and apartment mate(s), the Leasing & Relocation Office must have their approval in writing before the apartment can be offered for sublease**. As a courtesy to our residents, we will send regular updates to your email address informing you of the guests in your apartment, their contact information and the dates of their visit. Please note that we are not required to send you these updates, and if there are last minute adjustments in your apartment, you may not be informed of a guest's visit until after they arrive.

3. Before you leave your apartment, please complete the following:

   a. **Pay your rent** as usual for the upcoming months. Payment received from your guests will be credited to your rent account, but since there may be last-minute changes, we cannot guarantee that the payments will arrive or post to your rent account until the end of the holiday or semester. **Nightly rates for subleasing are now set by the apartment resident via the attached form.**
   Please note that in addition to the amount set by the resident, guests will also pay a $6.00 administrative to Leasing & Relocation. Please plan accordingly when considering your nightly rate.

   b. **Pay electric bill**. The guest subleasing your apartment is not responsible for paying your electric bill while you are away. Instead, we ask that you come by the office to pay an "estimated electricity cost" before you leave for the holiday or place a credit on your AppFolio account. Any overpayment made by you will be credited to your account, and any underpayment will not acquire late fees. You may include in the nightly rent rate the estimated cost of electricity.

   c. **Clean your apartment**. Leave supplies so your guests can clean before they leave and remove your sheets from your bed (guests will be asked to supply their own linens). If your apartment is not clean or livable at the time of your departure, a $75.00 cleaning fee will be charged to your rent account to cover the cost of cleaning in order to make your apartment available for sublease. Dallas Theological Seminary is neither responsible nor liable for the condition of the apartment upon arrival or departure of either party.

   d. **Deposit your keys with the apartment manager**. If the apartment manager is not available, you may put them in the drop box on the door. **DO NOT leave them in the rent payment box** or in the apartment as they will not be available for your next guest. **If the keys are not available for the guests when they arrive, you may be charged the cost of a new set of keys or of a hotel room until arrangements can be made to house them in a different sublease apartment.**

   e. **Set your thermostat**. The air conditioner/ heater must be kept on during the summer/ winter as condensation accumulates if it is turned off. We suggest that the thermostat be set at 75 degrees and advise residents to leave a reminder note in the apartment for any guests to do the same so the electric bill does not become expensive. Please close your windows before your departure.

4. When you return, you may pick up your keys from the apartment manager.

5. The guest(s) will pay Leasing & Relocation for their stay when they sign their sublease agreement. Payment(s) will be deposited into your rent account as a credit.

Subleases are available ONLY to current students of Dallas Theological Seminary who are eligible to live in on-campus housing **or to immediate relatives** of current on-campus residents. Priority for offers is given to students completing winter or summer course work.

Once the guest accepts an offer, **the resident will not be permitted to cancel the offer** or return to their apartment until their guest's stay is completed or other arrangements have been made.

If any information on this form changes after it is submitted, **please notify the housing office IMMEDIATELY** to avoid double-booking or extra fees.

Sublease Offer Form

Washington Hall

Resident Name: _____ ID # _____

Apartment No.: _____ Side of the Apartment: ❑ Right ❑ Left Description of Bed: _____
Does your apartment have any incomplete Maintenance Requests? ❑ Yes ❑ No (Ex: top bunk, loft, closest to door)

Apartment/Roommate Signatures (**Required**): _____
By signing this form, you agree to your apartment/roommate subleasing their portion of the apartment and all shared space to guests in their absence.

Dates of Absence: Departing: _____ Returning: _____
Date Approximate Time Date Approximate Time

Amenities

Please mark any/all that apply & give quantities if more than one is available.
(Note: Air mattresses or floor pallets do not qualify as a bed. Any room without a bed will not be subleased.)

- ☐ Twin Sized Bed
- ☐ Full Sized Bed
- ☐ Queen Sized Bed
- ☐ King Sized Bed
- ☐ Bathroom Towels/Washcloths
- ☐ Blanket/Comforter
- ☐ Cable TV

Notice of Important. Change: It is now necessary to leave uncovered bed pillows for subleasing guests as well as utensils & cookware for their use. If you have any items you do not wish them to use, please mark that in your apartment.

Special Requests: (If you have plants, birds or fish that require care, please explain below)

_____

Nightly Rate Information

Residents may now set their own rates for subleasing. Using the space below, specify the nightly rate you would like to offer your apartment.

Nightly Rate for my apartment: $_____ (Does not include $6.00 admin fee)

Contact Information

In case of an emergency while away from my apartment, I can be reached at:

Phone Number: _____ Email: _____

Authoritative Alternate person(s) in the event that you cannot be reached by the Housing Office:

Name: _____ Relationship: _____

Phone Number: _____ Email: _____

THIS PORTION TO BE FILLED OUT ONLY IF SUBLESSEE (Guest) INFORMATION IS ALREADY KNOWN

I hereby agree to sublease my apartment to:

_____ From _____ to _____.
First Name Last Name Date Date

While Leasing & Relocation will honor resident-arranged subleases, it is necessary for the known guests to fill out a *Sublease Request Form* so the office has their information on file. Once the above guest departure date passes, Leasing & Relocation has absolute priority in assigning sublease guests to the apartment for the remainder of the subleasing period offered. If keys are not delivered to the Apartment Manager after the guest's stay, a $35.00 key replacement fee will be charged to the Resident's rent account.

If sublessee information is not available before my departure but becomes available afterward, I hereby give permission to the Leasing & Relocation Office to make any/all subleasing arrangements during my absence. I am aware that Leasing & Relocation is not liable if there are no sublease arrangements made and/or if any sublease arrangements made by Leasing & Relocation are altered or cancelled at a later time. I further acknowledge that Leasing & Relocation shall not be responsible for any unpaid sublease amounts by a sublessee.

I HAVE READ THE SUBLEASING PROCEEDURES FOR RESIDENTS AND UNDERSTAND THAT I AM RESPONSIBLE TO PAY THE RENT BY THE DEADLINE(S) FOR ANY OUSTANDING RENTAL AMOUNT DUE. I FURTHER UNDERSTAND THAT ANY DAMAGES THAT MAY OCCUR TO THE APARTMENT AND/OR PERSONAL PROPERTY DURING THE SUBLEASE PERIOD ARE MY RESPONSIBILITY AND NOT THE RESPONSIBILITY OF DALLAS THEOLOGICAL SEMINARY.

Sublessor's Signature: _____ Date: _____