



Subletting Information

Below is information on the subletting process and other important guidelines.

Subleasing is a three-step process. First, the subleasing forms must be signed by all residents. Second, a sublessee must be found and complete an application for tenancy. Third, all current residents and the sublessee must make an appointment to sign a sublet agreement in our office. Please have all terms and conditions negotiated prior to coming in to sign the final forms. Management does not determine price or move in dates. This must be done amongst the original leaseholders and the sublessee. Locating a sublessee is normally the most difficult step.

Some resources you may utilize to locate prospective sublease tenants are: (there are others)

- 1.) madison.craigslist.org (free)
- 2.) www.housing.civc.wisc.edu (\$13)
- 3.) www.tosublet.com (free)
- 4.) www.uwsublets.com (\$12)
- 5.) www.badgersublets.com (\$34)
- 6.) The Badger Herald Newspaper - 257-4712 or www.badgerherald.com;
- 7.) Wisconsin State Journal - 257-7777 or www.madison.com/class;
- 8.) Bulletin board postings or networking through family & friends

It is important to realize two important points in regards to subleasing. First, you are responsible for locating and submitting sublease applicants. Second, you remain ultimately responsible for all terms and conditions of the lease agreement. Subletting does not relieve you of any responsibility under the lease agreement. This includes the monthly rent and any damages that your sublessee may cause. On some occasions sublets do not work out, therefore you should consider the risks very carefully.

