



## Arlington Park Apartments Subleasing

### Provenance

Per the Arlington Park Apartments 12 Month Lease Agreement

Subletting: This lease permits the Resident, and only the Resident, to be able to assign the Residents rights under this Lease to another person if the University gives written consent, but the giving of the University's consent is at the University's sole discretion. The person taking over the Resident's lease must be a currently enrolled UNC student not committed to other UNC housing. The University is not responsible for finding a person to whom the Resident can assign the Lease and we are not obligated to assist the Resident in finding a potential assignee or to fill the Resident's space before filling other spaces in the community.

From <https://www.unco.edu/living-on-campus/pdf/housing/arlington-park-terms-and-conditions-22-23.pdf>

### Process

A current resident of Arlington Park Apartments, hereafter Subletter, may sublet their space during the period of their lease to another UNC student not already using UNC Housing during the subleasing period, hereafter Sublessee. Subletting is the official process by which a Sublessee may take over the rights and responsibilities of a lease from a Subletter. Generally, UNC HRE only approves subletting during the summer months after the end of the spring term until the end of the lease or the start of the fall term, whichever is sooner. Students wishing to sublet during another period, for instance for study abroad, student teaching, etc. must contact HRE for written approval before subletting outside of summer.

Subletters and Sublessees must fill out the subletting paperwork with the HRE office and receive approval. Unapproved subletting will be considered as unauthorized possession of the leased premises and may be subject to Termination of Lease by University. Approved Sublessees must be UNC students, who do not hold a housing contract with the University of Northern Colorado for the subletting period, they must also meet all Resident Qualifications for Occupancy and other requirements outlined in the lease. Potential sublessees are encouraged to review the Arlington Park Lease at <https://www.unco.edu/living-on-campus/forms.aspx#housing> specifically sections regarding tenant qualifications for occupancy and contact Housing and Residential Education [housing@unco.edu](mailto:housing@unco.edu) at 970-351-2721. Sublessees must fill out an Arlington Park lease online, and pay all deposits/fees due with the application.

Subletters and Sublessees are responsible for arranging the sublet and UNC HRE is not responsible for matching a Subletter and Sublessee. UNC HRE may keep a list of residents wishing to sublet their Arlington Park Apartment and students wishing to be a subletter and share information to help students find an appropriate match. UNC HRE will not facilitate this process for students. If a Subletter finds a Sublessee they will be responsible for ensuring any roommates are aware of the subletter and agree to this arrangement. UNC HRE must receive in writing approval and agreement from roommate(s). If this is not received the sublet becomes null and void as no agreement has been reached.

The subletter will not be released from their lease and is associated financial obligations towards the lease until all subletting forms has been signed, submitted, and the Sublessee has taken possession of the apartment.



**Arlington Park Apartments Subleasing Form**

**Subletter (Current Resident)**

I, \_\_\_\_\_, **(Subletter name, printed)** choose to sublet my space at Arlington Park Apartment \_\_\_\_\_ **(Apartment number & bedroom A/B/C/D)** and assign my lease rights & responsibilities to \_\_\_\_\_ **(Sublessee name, printed)**. I acknowledge that the University of Northern Colorado, Housing & Residential Education, and Arlington Park Apartments are not responsible for any part of the lease that remains unpaid or unfulfilled. I acknowledge that I am financially responsible for the lease through the check-in date of the Sublessee. I acknowledge that the Sublessee must complete the Arlington Park lease application online and follow all terms and conditions of the Arlington Park lease. I agree to take full responsibility for any financial obligations that are not fulfilled under the original lease obligations should the Sublessee not take possession of the apartment; then I will be held responsible for the remaining balance of the lease through the end of the lease date. I understand that it is at the sole discretion of University of Northern Colorado and Housing & Residential Education to give their written consent to approve this assignment and will not in any way assist in finding a person to be assigned to my lease. I understand that the assignment is not complete until the new resident is approved under the apartment community’s lease guidelines and takes possession of my apartment.

**Current Roommate Agreement**

I acknowledge that my roommate is seeking to sublet their space to the above-named Sublessee and that I approve of this arrangement.

	Printed Name	Signature	Date
Roommate 1	_____	_____	_____
Roommate 2	_____	_____	_____
Roommate 3	_____	_____	_____

Current Resident Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Sublessee (New Resident)**

I, \_\_\_\_\_, **(Sublessee)** have chosen to be assigned to Arlington Park Apartment \_\_\_\_\_ **(Apartment number & bedroom A/B/C/D)** and the lease rights & responsibilities of \_\_\_\_\_ **(Subletter)** will be transfer to me as of check-in. Prior to check-in, I agree to complete the Arlington Park lease application online and follow all terms and conditions of the Arlington Park lease. I understand that once I take possession of the lease on check-in that I am solely responsible for all rights stated in the lease. I agree to take the apartment “AS IS” and will not be cleaned by UNC staff prior to my arrival. I acknowledge that I must report any preexisting damage to the Arlington Park front desk within 48 hours after move-in. I acknowledge that I will be responsible for any preexisting damage that is not reported and any damage thereafter. I agree it is my responsibility to clean the apartment upon moving out. I agree if the apartment is not cleaned, I will be responsible for the fees incurred to clean it.

Current Resident Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Sublet Status Form**

I, the Subletter (Current Resident), will return my keys to the Community Assistant (CA) at the time of the check-out on (below) (date) I acknowledge that I MUST schedule a check out with an Arlington Park Staff. Once the keys and all the required paperwork has been received, the Sublessee (New Resident) can then come to the Arlington Park front office and complete a check-in and receive their keys to the sublet apartment space.

Subletter Name, printed	
Subletter Bear Number	
Subletter Bearmail (ending in @bears.unco.edu)	
Sublessee Name, printed	
Sublessee Bear Number	
Sublessee Bearmail (ending in @bears.unco.edu)	
Has Sublessee Applied for Arlington Park?	
Apartment Number & Bedroom A/B/C/D	
Date of Form Submission	
Subletter Check-Out Date	
Sublessee's Check-In Date	
Sublessee's Check-Out Date*	
Arlington Park Staff Member Name, printed	

\* Please note, All Arlington Park Leases end on July 31<sup>st</sup>. If the check-out date is beyond this date, we will need to confirm the Subletter has a lease for the next year and is willing to sublet the space at the start of their subsequent lease.

**HRE Main Office Staff**

A copy of this form must be given to the Arlington Park staff once the sublease paperwork has been finalized and approved in writing by the HRE main office.

**Arlington Park Staff:**

Please attached all check-in/check-out documentation to this form