

Info About Subletting

1. The Notice To Sublet The Dwelling form must be submitted to the office prior to sublet move-in.
2. Subletor must submit complete Subletor application, with a \$25 non-refundable application fee to Varsity Place so a background check can be conducted prior to move-in. Applicant must supply valid Government Issued ID for identification purposes. Application information will be used for emergency contact reasons prior to move in.
3. Sublet allowance is at the discretion of the management. If approved, tenant will be notified.
4. The leasee is responsible for all aspects and correspondence of the sublet and for the original terms of their lease for the entire duration of the sublet.
5. Varsity Place accepts no responsibility for any sublet.
6. Varsity Place does not have a contract with the subletor therefore has no responsibility to the subletor. Work orders, lock outs and any other tenant related issued must be dealt with directly through the tenant.
7. Should a tenant wish to have their subletor pay their rent, checks or money orders must be noted with the tenant name/building and apt # so that their account can properly be applied. As with any other violations incurred, late rent fees will be billed to the tenant.