

SUBLET GUIDE

NEED SOMEONE TO TAKE YOUR ROOM? NEED A ROOM FOR A SEMESTER? TRY SUBLEASING!

Obtain permission in writing

01

Ask your landlord to confirm sublet fee and process in writing, before you sublet your space. Renting a room? Ask for proof that the landlord has agreed. Without permission, your sublessee can be evicted and you can be held liable for breaking your lease!



Post or find a room!



Browse and post rooms on the Simmons Off-Campus housing website, or look on Boston area Facebook groups. You can also ask around and see if any friends are also looking to sublease or know of anyone who is!

02

Screen your sublessee

03

Does your current roommate approve? Any past rental issues? Compatible with other roommate's lifestyle? Will they take care of your space? Confirm their academic schedule! Additionally, you can run (or have one run on you) a credit check, but its not required!



Select sublessee and terms



Make a sublease agreement to avoid any confusion, and share a copy of the lease! Include thee following in the agreement: What furniture was left in the apartment, Move in/out date and time, Bills/Utilities sublessee will cover, and How will rent be paid and when?

04

Sign and move!

05

Sign the agreement and any required realty documents. Make sure to pay the landlord and keep receipts!

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