

# University Towers

## Subleasing at University

Approval Hours: Monday-Thursday 10am-4pm - Plan Ahead

Our staff will assist you as much as possible with your sublease, but ultimately it is your responsibility to find your subtenant

We take subleasing very seriously at University Towers. If you have someone staying in your apartment illegally (not on your lease or without an approved sublease agreement), that person is not a legal resident of University Towers and will be unable to receive mail or packages here or any amenities or services in this building. If the illegal resident is locked out of the apartment, they will not be given access to the apartment and if found in the building unaccompanied by you, they will be asked to leave.

**Steps for subleasing.....**

### Advertise

Bring a flyer to the front desk for our leasing department so in case anyone looking for an apartment short term they can refer them back to you. Please include as much information as possible also include pricing, contact numbers and email address.

Post your flyer on our leasing board located by the drinking fountain towards the laundry room. Add the flyer or information to University Towers website under sublease information.

Contact U of M Campus Housing Office for other ideas and online options to advertise your sublet.

### Begin Paperwork

You must use the U of M sublease agreement form (available at UT front desk). Other sublease forms are not acceptable. We also recommend reviewing the Guidelines for Subletting on the Off Campus Website.

Front desk is available to help with any questions Monday-Friday from 10am-4pm or you can email [info@u-towers.com](mailto:info@u-towers.com).

All leaseholders, current subleases, occupants, and single liability leaseholders must sign the agreement or give their acknowledge in writing. Actual signatures can be scanned or faxed to University Towers email signatures are not acceptable. Management **will not approve** until all other parties have signed the agreement.

University Towers encourages residents to take a security deposit from their sublets. Security Deposits encourages your sublets to take better care of the apartment and fulfill their rental and/or utility obligations and lessens your losses if they do not.

## **Complete the Process**

Once the sublease agreement is completed and all required signatures have been obtained, Management will approve the sublease.

In order to pick up keys and move in your sublet, your sublet will need the following: Complete sublease agreement, photo Identification, Proof of renter's insurance (if their parents have homers insurance that is acceptable or they can call State Farm at (734)482-6570). If you're sublet needs to have the electricity in their names per the sublease agreement the sublease needs to have the confirmation number before moving in. (need to call DTE @ 800-477-4747 to set up). Just remember if your electricity comes out of your name and goes back to University Towers name there is a 250.00 charge per lease per unit and any damages that occur for lapse of electricity will also be charge the same.

**Under no circumstances should you give your sublet your keys** (if you do not fill out a move out form at the front desk to surrender your keys you will be charged \$150.00.)

If you are returning to your apartment after your sublet moves out you need to state that on your move out form. If you state you are not returning all items in your apartment are forfeited and will be disposed of at your expense.

## **Things to Know**

You will need to continue paying your rent to U-Towers. Your sublease will need to pay you directly. U-Towers will not accept payments from someone who is not on the lease.

You cannot charge your sublease more than your monthly rent.

If you have and questions regarding subleasing please contact your office at (734)761-2680 or email [info@u-towers.com](mailto:info@u-towers.com).

Revised 5/9/19