



**INSTRUCTIONS:
REQUESTING SUMMER SUBLET PERMISSION**

1. As a practice, Regent University Student Housing does not allow residents to sublet their campus housing assignments. Not just a policy for policy's sake, this policy occurs in the spirit of ensuring residential student and residential facility security as well as ensuring consistent adherence to student housing community standards by maintaining a thorough knowledge of and familiarity with all students in campus residential facilities.
2. No subletting is allowed in Regent Village or Regent Commons during the traditional academic year (late August through early May). No exceptions to this policy can be allowed under any circumstances.
3. In rare circumstances, Student Housing will consider allowing a resident to sublet their apartment for a portion of the summer term (late May through early August). These requests will be considered on a case-by-case basis as a recognition of each individual resident's current and summer housing plans.
4. A resident requesting to sublet their apartment during a portion of the summer term must first read, agree to and plan for the following Student Housing requirements for summer subletting:
 - Student Housing does not provide residents a list of Regent University faculty, staff or students expressing interest in living in a summer sublet apartment.
 - Student Housing does not provide a listing to the Regent University community of residents actively planning to sublet their apartment.
 - It is the responsibility of the resident subleasing an apartment to acquire a sublessee for their apartment.
 - In order to ensure minimum confusion regarding sublets & sublet policy, Student Housing will not be able to advertise via bulletin boards, emails or newsletters the availability of sublet apts.
 - All sublessees must be Regent University faculty, staff or students. No exceptions to this policy can be allowed under any circumstances.
 - The resident subleasing their apartment will continue to be financially responsible for their apartment during the sublet of their apartment (their student account will be charged for monthly summer rental fees).
 - The resident subleasing their apartment and the sublessees must request to meet with the Regent Village or Regent Commons Area Director to formally request a sublet arrangement.
 - The sublessee will be required to sign a legally binding Student Housing lease for the sublet apartment.
 - The sublessee will be required to abide by all policies and practices set forth in the student housing guide, residence hall handbook, student housing lease and Regent University code of student conduct.

Sublessor's name

Sublessor's signature

Apt #

Date

Sublessee's name

Sublessee's signature

Apt #

Date