

# HOW TO SUBLET

## KNOW THE TERMS OF YOUR LEASE

- Does your lease have specific provisions regarding subletting?
- Do you need your landlord's approval of potential subletters?
- Are you subject to subletting fees?
- Can your subletter(s) pay rent directly to the landlord, or will checks still have to be from you? Remember that you are still responsible for rent!

## FIND A SUBLETTER

- Visit [Off-Campus Housing website](#) to post a FREE online sublet listing for the NU community
- Use social media and your personal network
- Consider potential subletters carefully. Pick someone who will respect your space
- If you are only subletting your space of a shared unit, discuss the situation with your current roommates(s) and consider their input
- Introduce a potential subletter to your roommates(s) before the arrangement is finalized
- Provide a means of contact for your subletter. Consider the best method of communication, especially if you will be abroad
- Let your subletter know what you want done with your mail when you are gone
- Stay in contact with everyone involved in the arrangement
- Frequent communication is the best way to ensure everything runs smoothly
- Never be afraid to reach out! NU Off-Campus Life has many helpful resources

## KEEPING IN TOUCH

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## SET GOOD EXPECTATIONS

- Remember that you are still ultimately responsible for the unit, the rent, and the cost of utilities
- Establish parameters for respectful use of your personal space
- Set clear procedures for things such as moving in/out, paying rent and utilities, and maintenance
- Make sure that you and your subletter understand exactly when the arrangement starts and ends. Use the Sample Sublet Agreement as a guide
- Agree on which expenses your subletter will be responsible for (all or a portion of the rent, utilities, etc.)
- Some subletting arrangements include furniture and personal items; if you do this, be clear about which items are included and which are not

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