



On-Campus Sublease Application

A sublease is an addendum to an already existing contract, between the original signer(s) and the sublessee.

In order to begin the sublease process, you must find a sublessee/replacement to fill your spot. Sublease listings can be posted to our website: firstsiteapartments.com > Resource tab > Subleasing > On-Campus Subleasing

Once you have someone interested in subleasing, the following steps must be completed:

1. The lease must be complete with all original signers and co-signers, and the account must have a zero balance before you can proceed with the sublease process. This means any outstanding rent, fees, or other charges associated with the account must be paid.
2. The **sublease agreement** should be completed by the original signer, the sublessee, and any roommates on the existing lease agreement. Read through carefully and sign the appropriate fields. The security deposit value is \$200, unless it is a studio/1 bedroom.
**((\$375 for studio/1 bedroom units)*
3. The **student info sheet** should be completed by the sublessee only. This ensures we get the new residents information to create their own resident portal.
4. The sublessee will need to attach a **photo of their state issued ID** to the paperwork.
5. A **parent co-signer form** must be completed by the sublessee's co-signer. This can be found on our website: firstsiteapartments.com > Resource tab > Parent Co-Signer Form. The co-signer should fill out the required fields, upload a photo of their state issued ID, and submit. If submitted correctly, the co-signer will receive a confirmation e-mail.

The completed paperwork must be submitted to sublease@f-site-aps.com to be reviewed. A confirmation e-mail will be sent to the original signer, whether approved or denied, with additional information to complete the process.

The \$325 sublease fee must be paid prior to submitting the documents. The original signer can submit payment via the resident portal associated to the apartment.

On-Campus Sublease Packet and Procedure

First Site has put this packet together to give you all the information you will need before deciding to sublease your part of the signed lease. In order to sublease, the apartment account must have a balance of zero. **There is a \$325.00 fee for all subleases, which is paid when all paperwork is turned in.** The lease is a joint lease and both parties will be responsible if First Site has to take legal action to collect any part of the lease. The sublessee is taking the apartment "as is" and any existing damage that the apartment will be charged for at the end of the lease term becomes the sublessee's responsibility as well. **The sublessee is accepting responsibility and agreeing to all the terms and conditions under the original lease by signing the sublease agreement form.** Since all leases are joint, all individuals on the original lease must agree to a sublease. If for some reason one or all do not want to sign the sublease agreement form; First Site cannot honor the sublease. By signing the sublease agreement, this does not remove the original person from the signed lease. **No paperwork or sublease fee will be accepted in the office until all the paperwork is complete.**

Below is an explanation on how to fill in the blanks on the paperwork.

Sublease Agreement:

1. The apartment address.
2. The person who wants to live in the apartment and the person who is currently listed on the original lease.
3. Signature from the person who wants to live in the apartment and date.
4. The amount of the security deposit that was paid at the time of the lease signing, and the person who originally signed the lease. Then, who the deposit will be refunded to at the end of the lease.
5. The date that this agreement will go in effect.
6. Signature from everyone who originally signed the lease.
7. **There must be a \$0 balance on the account for the sublease to be complete.**

Student Information Sheet:

This is to be completed by the sublessee.

Guaranty of Lease:

This form is required by all students residing in our student apartments. This form needs to be completed online and must be submitted with a copy of a state issued ID. The form can be found by going to www.firstsiteapartments.com > resources tab > Parent co-sign form. The guaranty must be signed by a parent or guardian.

Apartment being sublet _____

I, _____ (sublessee), am subletting from _____ (original signer) for the above location. I have been given a copy of the original lease and am aware that I will be responsible for rent and all other fees as set forth in the original lease. I do hereby agree to be bound by all terms and conditions set forth in the original attached lease. This included any and all balances that are or may come due under the lease. I further understand that I am taking the apartment as is.

Signature _____ (sublessee)

Date _____

The amount of \$ _____ (Security Deposit) is being paid to _____ (original signer) the security deposit for the above-mentioned apartment and is to be refunded to _____ (sublessee) at the end of the lease less any damages and unpaid rent and/or fees.

PLEASE NOTE: This form must be signed by all persons that have signed the original lease and must be included with this addendum showing that they have knowledge and approve of the person subletting the above-mentioned apartment. If the sublessee defaults prior to the end of the current lease term, the original lessees can and will be held liable.

We (original signers), the below, signed and agree on this day, _____, to let _____ (sublessee) sublet the above-mentioned apartment.

Resident: _____

Resident: _____

Resident: _____

Resident: _____



RESIDENT INFORMATION SHEET

NEW APARTMENT ADDRESS: _____

FIRST NAME MIDDLE INITIAL LAST NAME

YEAR IN SCHOOL for **Fall 2026** (CIRCLE ONE): FRESH SOPH JR. SR. GRAD STUDENT

Where do you live now? School Address:

Street: _____ City: _____ State: _____ Zip: _____

Cell Phone#* (_____) _____ - _____

E-MAIL: _____@_____.

(Used mainly for reminders in reference to your lease and/or apartment, also serves as your resident portal login)

SOCIAL SECURITY NUMBER **DRIVER'S LICENSE** **BIRTHDATE**

PARENT NAME/GUARANTOR NAME (Person who will co-sign for you):

PARENT ADDRESS: Street: _____

City: _____ State: _____ Zip: _____

PARENT Cell PHONE # _____ PARENT E-mail: _____

How did you hear about First Site? _____

What did you like the most about the apartment you chose? _____

Are you in a sorority, fraternity, or a social organization? _____ If yes, which one? _____



Do you follow our Facebook/Instagram Page? _____ If not, please do so you can see important updates, promotions etc.

Have you left us a Google Review? _____ If not, we would love for you to rate our performance thus far!

Have you been to one of our competitors to shop apartments? If yes, which ones? _____

How was your experience? _____

Why did you choose First Site? _____

What is more important to you customer service or lease specials/promotions? _____

Why? _____

Have you visited our website? _____

If so, how does it compare to our competitors? _____

What form of advertising appeals to you the most? _____

SIGNATURE: _____ **Date:** _____

COPY OF DRIVER'S LICENSE REQUIRED

*Text messages may be sent to cell phone regarding lease, reminders, apartment, collections etc. **comments on questions can be used for advertising purposes.