PLANNING TO SUBLET YOUR APARTMENT?

Solano Park leaseholders wishing to sublet their apartments may do so for one quarter/semester or during summer, provided they will be registered for the upcoming regular academic quarter/semester. The lease is unassignable either in whole or in part and the right of occupancy may not be granted to any other occupants. Leaseholders are encouraged to give priority to registered UC Davis students when entering a sublease agreement.

Please read these important instructions before submitting Sublease Eligibility Statement:

- Complete the attached Sublease Eligibility Statement which must be signed by both you and your prospective sublee.
- Return the completed form to:
  
  University of California Davis  
  One Shields Ave, 160 Student Housing  
  Davis, CA 95616-8712

- The Sublease Eligibility Statement must be approved by Residential Services before any agreement can be finalized.
- The leaseholder, not the sublee, is responsible for ensuring that the monthly rent is paid on time. Any late fees will be assessed to the leaseholder.
- The leaseholder may not sublease the apartment to a current occupant listed on the lease agreement (i.e. spouse, roommate, partner). The leaseholder may not remove an occupant from their lease in order to sublease to that occupant.  
  o Additional occupants residing with the sublee must be related to the sublee.
- If the leaseholder has an additional adult residing in the unit, they must leave during the sublease period.
- The leaseholder is responsible for any damages to the apartment caused by the sublee while the apartment is being sublet. Any damage charges are the responsibility of the leaseholder.
  a. Leaseholder parking permits cannot be used on the sublee’s vehicle.
  b. If the leaseholder will be taking their vehicle during the sublease period, the sublee will be given a temporary permit, free of charge that will allow them to park in an S1 space.
  c. If the leaseholder does not have a vehicle and the sublease is bringing a vehicle during the sublease period, the leaseholder must purchase a temporary permit at the S1 rate for the duration of the sublease period.
  d. If the leaseholder is not planning to take their vehicle with them while the apartment is being sublet, the leaseholder must purchase a temporary permit for the sublee’s vehicle.
  e. NOTE: all parking permits purchased at the Solano Park Office are charged to the leaseholder’s student account.
- The sublee is not authorized to request data port changes. It is the leaseholder’s responsibility to inform the sublee about this restriction.
- Key authorization for the sublee must be submitted to the Solano Park Office.
- The sublee cannot use the leaseholder’s mailbox to receive mail.

As reflected in our Principles of Community, at UC Davis, we are committed to confronting and rejecting “all manifestations of discrimination, including those based on race, ethnicity, gender, age, (dis)ability, sexual orientation, religious or political beliefs, status within or outside the university, or any of the other differences among people which have been excuses for misunderstanding, dissension or hatred.” Accordingly, UC Davis strives to maintain an inclusive and diverse work and learning environment free of hate and bias. If you believe you have experienced or witnessed an act of hate, bias, discrimination or harassment, please report it to http://reportheateanbias.ucdavis.edu/report/index.html so the university can take appropriate action.
SUBLEASE ELIGIBILITY STATEMENT
Before submitting, please review the first page of instruction for detailed information. This eligibility statement must be submitted for approval by UC Davis prior to signing any sublease agreement.

LEASEHOLDER INFORMATION

____________________________________  ____________________________________  ________________________________
Last Name                        First Name               UC Davis Student ID

___________________________________  ____________________________________  ________________________________
UC Davis Email Address                      Home Phone                     Mobile Phone

______________________________________  ______________________________________  ________________________________
Park Apartment Address                                                              City               State             Zip Code

Requested Sublease Period:                             to                             
Start Date                                              End Date

Reason for Request:
_______________________________________________________________________________________

Are you taking your vehicle with you during the sublease period?  ☐ Yes  ☐ No

Contact Information during Sublease Period:

_______________________________________________________       ____________________________________       ______       _________        _________
Address                                          City                                          State        Zip Code         Country

______________________________________               ______________________________________            _______________________________________
Home Phone (incl. country code if outside US)             Work Phone (incl. country code if outside US)           Mobile Phone (incl. country code if outside US)

Leaseholder Signature                                                                                                                         Date

The information above is true and accurate to the best of my knowledge

SUBLESEE INFORMATION

______________________________________ ______________________________________ ________________________________
Last Name                       First Name                      UC Davis ID

_______________________________________________________       ____________________________________        _______       _________       ________
Current Address                                               City                                     State           Zip Code         Country

______________________________________               ______________________________________            _______________________________________ 
Home Phone                                          Work Phone                                    Mobile Phone                                      Email Address

Other Related Occupants Residing in the Apartment during Sublease Period:

______________________________________ ______________________________________ ________________________________
First Name                          Last Name             Relationship to Sublease

______________________________________ ______________________________________ ________________________________
First Name                         Last Name              Relationship to Sublease

Are you planning to bring a vehicle with you?  ☐ Yes  ☐ No
☐ Currently enrolled undergraduate student
☐ Currently enrolled graduate student
☐ Postdoc, Visiting Scholar or University staff

Sublease Signature                                              Date

This eligibility statement and any supporting documentation should be delivered to 160 Student Housing. Once Student Housing verifies applicant eligibility, an appointment will be scheduled for the sublessor and sublesee to meet with the Assistant Director of Residential Services to complete a Sublease Agreement.

The University of California does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, disability, age, veteran status, medical condition, citizenship, ancestry, or marital status. The University of California is an affirmative action/equal opportunity employer. Call (530) 752-2071 for more information. Speech or hearing impaired persons may dial (530-752-7320 TDD).