THOMAS JEFFERSON UNIVERSITY
DEPARTMENT OF HOUSING AND RESIDENCE LIFE

SUBLET FORM

Subletting an apartment/room is a viable option for both you and the person who will be subleasing your apartment/room. The Department of Housing and Residence Life is happy to offer this program.

If you are interested in subletting your apartment/room, please fill out the information below. Make sure you note whether you have a roommate(s), and if the roommate(s) will be there at the time your apartment/room is being sublet.

Once you have someone to sublet your apartment, you will need to complete an Assignment Agreement and sign an Addendum to the Housing Agreement. Please come to the Housing Office, Orlowitz 103, to fill out these forms.

If you have any questions or concerns, please do not hesitate to call the Housing Office at 215-955-8913.

Date: ____________________________________

Contact: ____________________________________ (circle one) MALE   FEMALE

Phone: ___________ Apartment/Room: _________ Building: _________

Size of unit /# of bedrooms: _______ Monthly Housing Fee: _________

Dates Available: __________________________

Furnished: Yes   No  Is rent negotiable?: Yes   No  Roommates: Yes   No

Amenities Offered: ________________________________________________________________

______________________________________________________________________________

Additional Information: ____________________________________________________________

______________________________________________________________________________

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