

# THE PARKS AT UCDAVIS

## SUBLEASE ELIGIBILITY STATEMENT

### PLANNING TO SUBLET YOUR APARTMENT?

Orchard Park and 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 without prior written consent from the University. In addition, your apartment may be sublet only to registered students, faculty, or staff of UC Davis.

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 sublessee.
- 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 sublessee, 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.
  - Additional occupants residing with the sublessee must be related to the sublessee.
- 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 sublessee while the apartment is being sublet. Any damage charges are the responsibility of the leaseholder.
  - a. Leaseholder parking permits cannot be used on the sublessee's vehicle. 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 sublessee's vehicle. *NOTE: all parking permits purchased at the Park Offices are charged to the leaseholder's student account.*
- The sublessee is not authorized to request data port changes. It is the leaseholder's responsibility to inform the sublessee about this restriction.
- Key authorization for the sublessee must be submitted to the Park Office.
- The sublessee cannot use the leaseholder's mailbox to receive mail.

The University of California prohibits discrimination against or harassment of any person employed by or seeking employment with the university on the basis of race, color, national origin, religion, sex, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship or status as a covered veteran (special veteran, Vietnam era veteran or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.) The University of California is an affirmative action/equal opportunity employer. Inquiries regarding the university's equal employment opportunity policies may be directed to: Rahim Reed, Associate Executive Vice Chancellor-Campus Community Relations, Offices of the Chancellor and Provost, UC Davis, One Shields Ave, Davis, CA 95616; (530) 752-2071; fax (530) 754-7987 email [rreed@ucdavis.edu](mailto:rreed@ucdavis.edu). Speech or hearing impaired persons may dial (530) 752-7320 (TDD).

## 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
Home Phone	Work Phone	Mobile Phone	Email Address

**Other Related Occupants Residing in the Apartment during Sublease Period:**

First Name	Last Name	Relationship to Sublessee
First Name	Last Name	Relationship to Sublessee

Have you ever been convicted of a felony offense?  Yes     No    **Are you planning to bring a vehicle with you?**  Yes     No  
*(prior convictions will not necessarily impact a sublease offer; prospective subleases with convictions will be contacted by UC Davis Student Housing within five (5) working days).*

UC Davis Affiliate:     currently enrolled undergraduate student     currently enrolled graduate student  
 current UC Davis faculty member     current UC Davis staff employee  
 other affiliate (i.e. post-doc or visiting scholar) \_\_\_\_\_

*Sponsoring Department*

*\*Please note that other affiliates such as post-doctoral candidates and visiting scholars are eligible by exception only, and must submit additional documentation verifying status, such as an IAP66 or letter from their sponsoring department.*

\_\_\_\_\_  
 Sublessee 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 lessor and sublessee to meet with the Residential Services Manager 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).

**FOR OFFICE USE ONLY**

BANNER Check     Personnel Action Form (PAF)     Dept. Letter     Other \_\_\_\_\_