



### Sublease Application

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

To begin the sublease process, you must find a sublessee/replacement to fill your spot. Sublease listings can be posted to our website:

[thewoodsatmillikin.com](http://thewoodsatmillikin.com) > [Resource tab](#) > [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 and the sublessee. Read through carefully and sign the appropriate fields. The security deposit value is \$250.00 per person
3. The **student info sheet** should be completed by the sublessee only. This ensures we get the new resident's 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: [thewoodsatmillikin.com](http://thewoodsatmillikin.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 [help@thewoodsatmillikin.com](mailto:help@thewoodsatmillikin.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.

If approved, the \$125.00 sublease fee will be charged to the original tenant's portal to be paid.

## On-Campus Sublease Packet and Procedure

The Woods has put this packet together to give you all the information you will need before deciding to sublease your part of the signed lease. To sublease, the apartment account must have a balance of zero. **There is a \$125.00 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 The Woods 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; The Woods 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 \$0.00 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 can be completed online via our main website. The guaranty can be signed by anyone who is 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 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 **\$250.00** (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: \_\_\_\_\_

**The parent/co-signer form must be completed and submitted online by  
the sublessee's co-signer.**

**website: [thewoodsatmillikin.com](http://thewoodsatmillikin.com) > Resource tab > Parent Co-Signer Form.**



## RESIDENT INFORMATION SHEET

**Academic Class Status:** SO JR SR      **APT #:** \_\_\_\_\_  
(2025/2026 academic year)

**Property:**                      1030 W. Wood St.      1135 W. Wood St.  
(Circle one)

**Length of Lease:**              Fall              Summer              Summer  
(circle one)              Spring              Fall              Spring

**MUST Submit copy of MILLIKIN ID and DRIVERS LICENSE or STATE ID CARD**

**Name:** \_\_\_\_\_ **MU ID#** \_\_\_\_\_

**Dorm Address or Woods Address:** \_\_\_\_\_

**Permanent Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Cell Phone #:** \_\_\_\_\_ **Birthdate:** \_\_\_\_\_

**SS#:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Millikin Email:** \_\_\_\_\_

**CANNOT BE LESSEE'S INFORMATION**

**Parent/Guardian Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Cell Phone #:** \_\_\_\_\_

By signing this agreement, I authorize Millikin University to release information to The Woods at Millikin concerning my financial, academic and/or personal information for the upcoming year.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_