



Hawkeye Campus Properties, LLC
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Subleasing Information

It is the current tenant's (sublessor) responsibility to find a new tenant (sublessee) to sublease their apartment. The sublessee should be some trustworthy because any damages and/or cleaning will be covered by the sublessor's deposit.

How the subleasing process works:

1. The sublessor is responsible to find a new person to sublease the apartment for the duration of the lease. Any other tenants living in the apartment must also approve the sublessee.
2. The sublessee completes the Hawkeye Campus Properties application process including the Application, and applicable application fee and co-signer form (if required).
3. Once the application process has been completed and the sublessee has been approved by management and current tenants, a time will be scheduled for all parties (all tenants listed on current lease and sublessee) to come into the office to sign the sublease agreement. There will also be a subleasing fee as per your lease that will need to be paid at the time of signing.
4. Once the agreement has been signed by all parties, it is the current tenant's responsibility to make all move in, utility and key transfer arrangements with the new subtenant.

Rules of subleasing:

1. The sublessor's security deposit stays in place to cover any damages through the end of the lease. The sublessor's security deposit covers damages caused by the sublessee living in your apartment.
2. The subleasing process must be completed before the sublessee moves in. If this is not done the sublessee will be considered an "illegal tenant".

What we need:

1. Your name, your address, complete with apartment/unit #, and name of the person subletting.
2. Date range that this agreement will cover, specifically the starting and ending date.
3. Participation and written approval by all current tenants on the existing lease

For any additional questions, please contact the Hawkeye Campus Properties office at 319-358-0554 or email us at inquiries@hawkeyecampus.com.