

# SUBLETTING SUCCESSFULLY AT WCRI

## Before you advertise

What type of person do you want in your room? Discuss this with your roommates to ensure that no problems arise.

You should consider:

- gender - very important
- acceptable noise level
- cleanliness
- smoking or non-smoking
- age
- study habits & hours

How much do you plan on charging your sublettor? Particularly in the Spring term, you may find that you have to subsidise part of the monthly fees. Set a limit, be prepared to negotiate, and consider the following:

- furnishings available in the apartment
- if you are subletting for the Spring, will your sublettor pay you August's fees or will you incorporate this payment into the first 3 months of the term?

## Advertising

The more advertising you do, and the earlier you begin, the more successful you will be when subletting. If you are away for the Winter term, start advertising at the beginning of September. If you are away for the Spring term, start in the Fall as well, as potential sublettors will be on work terms in the Winter.

What to include in your advertisement:

- which term your room is available for
- description of your apartment (furnishings, # of rooms, division, etc.)
- what you are charging per month
- type of sublettor you are looking for
- your name & phone number &/or e-mail address

Where to advertise:

- WCRI Subletting Newsletter (free of charge) - published in the Fall & Winter terms
- WCRI website (under Subletting Your Apartment)
- bulletin boards outside of the WCRI main office & in the lobbies of all WCRI buildings
- U of W Off-Campus Housing Board
- U of W & Wilfrid Laurier Off-Campus Housing Lists

## When you find a sublettor

Come to the Admissions office (in the main office) and pick up your Non-Principal Occupancy Agreements (subletting forms). Both copies of the form must be completed by each person subletting, signed by the principal occupant, and returned to the office. The dates and amounts on these forms can not be changed.

Regarding payment of fees, the sublettor is responsible for the full monthly fees for their room or apartment. If you agree to subsidise part of the fees, this is a private agreement and you should make arrangements, prior to the start of the term, to pay the sublettor the difference.

## What to tell your sublettor

The sublettor will become a member of WCRI. They must pay a \$200 Performance Deposit that is refundable, upon request, when they no longer plan to live at WCRI, provided they have nothing outstanding on their account. They will have to do work duties.

When can they move in? They can move in on the date that the occupancy agreement commences, or any day after. Check for official sign-in times and days each term. Appointments for sign-ins after these days/times can be made. NOTE: You can **not** give your keys to your sublettor. You will be given a sign-out information package (it should arrive at your apartment around exam time) with instructions on how and where to return your keys when you leave.

When are occupancy fees due? The fees for the first month of the term, and the Performance Deposit, must be paid before the sublettor picks up their keys. For the rest of the term, fees are due on the first business day of each month. Otherwise, a late fee of \$5 per day up to \$25 will be charged. Fees can be prepaid with post-dated cheques.

Parking is sold on a first-come, first-serve basis and costs \$65 per term.

**GOOD LUCK!**



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