AE-University Housing policies and procedures for Adding Roommates

- Subletting is not allowed at AE-University Housing, and since the penalties for doing so are severe, there are forms that residents who are adding roommates will be required to sign in order to facilitate mutual understanding about what constitutes subletting and what is viewed as simply adding a roommate.

- In order to prevent individuals from circumventing the waiting list, Existing residents that want to add a new roommate will be required to sign a one year lease with the new roommate. This prevents individuals who are planning to move out “giving” their apartment to another individual who didn’t have to place their name on the waiting list. The new roommate does not become a “stand alone” resident until they have completed the one year lease with the original resident. If the original resident moves out before the one year lease term has expired, the new roommate will be required to move out as well. After the initial one year lease has expired, the new roommate would be allowed to occupy the apartment as a “stand alone” resident provided he/she meets AE-University Housing’s affiliation requirements. For the term of the initial lease, all roommates are required to pay with individual checks each month.

- AE-University Housing does not arbitrate between roommates.