# Rental Housing Subletting Guidelines Agreement
# (College Assumption of Rent and Utilities)

The President and Trustees of Williams College (the "College") and _____ ("Occupant") hereby enter into this Rental Housing Subletting Guidelines Agreement (the "Agreement") between the parties regarding the property located at _____, Williamstown, MA (the "Premises"). This Agreement highlights specific subletting rules that have been the source of questions or noncompliance in recent years.

In consideration for the College assuming responsibility for rent and utilities during Occupant's leave, Occupant agrees to follow the Rental Housing Subletting Guidelines outlined below:

- Notify the Real Estate office of your desire to sublet your unit no later than April 1 (November 1 for the spring semester). **The College will not accept requests for subletting after the deadline.**

- Move out date can be no later than August 15 (spring lottery) or January 15 (winter lottery). **If move out is later than the deadline, the College will not assume the rent and utilities (if applicable) for your unit**

- Return date, following the spring semester, can be no earlier than June 15 or December 15, following the fall semester.

- The unit must be provided to the College/subletter in move-in ready condition. The unit must be clean, including appliances, all food items removed from the fridge and cabinets, and all personal items not intended for the subletter's use, including clothing, must be removed.

- Any items not intended for the subletter's use must be removed and stored off-site at Occupant's expense. **Occupant may not store items in a locked closet or bedroom.**

- Arrangements must be made by Occupant to clean the unit upon return.

By signing below, Occupant acknowledges receipt and understanding of the above guidelines and the requirements it contains. Occupant understands and agrees that failure to adhere to the requirements listed above may result in the College's refusal to assume responsibility for rent and utilities, charges for required cleaning, or other remedies as the College deems appropriate.

Date: _____ _____

[Occupant]