

Important Summer Subleasing Reminders for Tenants

Please read the following reminders closely to assure a smooth experience for you and your subtenant:

Cal Housing policy requires that as the Lessee, you are responsible for arranging all details of your sublet with your subtenant, including keys, rent, UV policies, facility usage, parking, and subtenant conduct. **You are also responsible for checking notifications from your UCB email and notifying your subtenant accordingly.**

Lock-Out Service and Keys

In order to provide lock-out services to your subtenant and their family members, you must email their names, and dates of access, to: village@berkeley.edu (from your Berkeley.edu account), so the Village Office staff can update your Permission to Access List. **Keep in mind that any late lock-out fees will be charged to your account/rent.**

The Village Office does not issue move-in keys to your subtenants. If you will not be here when your subtenant arrives, you will need to make other arrangements with them. If you leave the keys for them in your locked apartment (and we are able to identify them as being on your Permission to Access List), they may come to the office to **sign out a 24-hour loaner key — under your name**, and within the dates stated in your sublease agreement. (After-hour arrivals require they call the Community Adviser on Duty in order to gain access.) **You are responsible to assure they return the loaner key in a timely manner.**

Subtenants are not authorized to order or duplicate keys. If you anticipate they'll want additional keys for family members, **please order these ahead of time** from the Village Office — **before you go away** (we recommend two weeks prior to your departure). Your account will be charged and the key(s) will be added to your key inventory record. Again, *you* are responsible for the tracking, and securing the return of any keys you've given to your subtenant.

Office Hours, Subtenant Assistance, Fees, and Other reminders:

(Any misc. services must be arranged/agreed upon between the Tenant and the Subtenant (mail services, Internet, phone, Laundry use, parking arrangements, etc.) (Any fees or damages incurred by your subtenant will be charged to Tenant's account/rent.)

Village Office - Regular Hours and Summer Hours (510) 526-8505

- Regular Office Hours: Mon-Fri, 9:00am-3:30pm, closed on Saturday and Sunday.
- Summer Office Hours: Mon-Fri, 8:00am-5:00pm (Beginning May 30th through September 4th)

Subtenant Identification Needed for Authorized Assistance from Staff or CAs

- Subtenant must provide **Tenant's name** and inform staff and/or CAs that they are a **Subtenant**
- Subtenant must also provide their photo ID, building & apartment number

Fees (New rates as of June 1, 2017)

- 24 hour loaner key: \$20 fee for failure to return (then key is added to your key inventory record)
- Lost or missing keys = Lock change/Repin Fee: \$50
- After-hour lock-out help from CA on-Duty: \$20 (before 10:00pm); \$30, 10:00pm-8:00am

Important Village Contact Information:

- **UCPD: Emergency (Police & Fire): 911 or from a cell phone: (510) 642-3333**
- **UCPD: Non-Emergency: (510) 642-6760** (includes parking disputes)
- **Village Office: (510) 526-8505**
- **After-Hour Emergency Maintenance / Work Order Center: (510) 642-2828** (water leaks, clogged toilet, no heat, no hot water)
- **Non-Emergency Maintenance:** Village Office: (510) 526-8505 (Light bulbs, blinds, ant bait)
- **Community Adviser on-Duty: (510) 224-8298** (for after-hour lock-outs, noise, etc.)

If you have questions about the sublease agreements or policies, please contact Cal Housing at apts@berkeley.edu, or call (510) 642-4109