



Housing Affairs Council
Sublet Application Form

By using this form, you are applying for the sublet of your room for when you go on an exchange semester. Please note that this is an application, and neither the HAC or UCR can guarantee finding a subletter for your room.

Good to know

All requests are dealt with on a first-come-first-serve basis. The earlier you apply, the more chance you have of finding a subletter! If you are enrolled in the University of Nebraska-Kearney exchange program, you will swap rooms with a student from Nebraska. You do not exchange rent; you will keep paying for your room in Middelburg and the UNK student pays for his/her room. Please note that you will still have to complete this form in order to get a rental agreement signed with the incoming student.

Neither the Sublet Officer, the HAC, or UCR is responsible for the practicalities of you subletting your room. Effectively, this means you will have to ensure a proper key handover yourself, rent is paid by the subletter directly to you, and the Sublet Officer/HAC are not liable for any damage or loss occurred after the exchange. Should you wish to subtract money from the deposit as a result of damage/loss occurred, please contact the Sublet Officer first.

The allocation of subletters can only be done once UCR gives final confirmation on the number of exchange students. If the Sublet Officer finds a subletter for you, they will inform you about this, and include contact information of the subletter. The Sublet Officer will also draw up a Sublet Contract, which should be signed by you and the sublet student.

If you have any more questions, you can always contact the Sublet Officer directly at sublet@ucr.nl, or consult the AAC Exchange Guide (see 'Room subletting' and Appendix C for the relevant sections).

Have fun on your exchange!



Housing Affairs Council
Sublet Application Form

Name _____

Email address _____

Phone number _____

Exchange semester (Fall/Spring + Year) _____

Current address _____

Comments or information _____
about your room _____

By signing this box, I am applying for the sublet procedure. I declare that I have read and agreed to the information on the previous page, and the fact that this not constitute a guarantee for a subletter. I also declare that I have filled in the requested information truthfully, and the correctness of the inforamtion is my own responsibility.