**How to Sublet**

**STEP 1: REVIEW YOUR LEASE**

**Read Your Lease**

Landlords can prohibit or restrict subletting.

**Not Sure If You Can Sublet?**

Contact your landlord for any questions to understand your subleasing options. They will be able to provide you more information.

**STEP 2: CREATE A LISTING**

1. Visit the [Off-Campus Housing Database](#).
2. Log in as "BC Student, Faculty, and Staff" with your Agora credentials.
3. See these [step-by-step instructions](#).

**Tips!**

- Post photos!
- These are key!
- Create filters.
- Describe your space and apartment.

**STEP 3: CREATE A ROOMMATE PROFILE**

1. Visit the "Roommates" tab.
2. Indicate that you have a place.
3. See these [step-by-step instructions](#).

Your profile will be viewable to students at BC & neighboring universities using the same platform.

**Don't Be Shy!**

View others’ profiles and reach out to seemingly good fits for your sublet.

Your roommate(s) staying in the apartment can also do this to help your search!

**STEP 4: MA SUBLET AGREEMENT**

**Found Someone To Sublet To?**

Once you have found a sublessee, visit the "Resources" tab to download a sublet agreement.

**MA Sublet Agreement Form**

Have a sublet agreement form signed by you and your sublessee.

**TIPS TO SECURE A SUBLESSEE**

**Tip #1: Reduce the Rent**

Reduce the cost or create other conditions to attract potential sublessees.

**Tip #2: Financial Protection**

Try to collect as much money up front from your sublessee as layer of protection.

**Using Facebook & Craigslist**

Heed caution. Students can be targeted by scammers.