

SUBLETTING:

Subletting is allowed by the owners of the properties managed by Better Place Management as long as your account is in good standing and the application is approved in writing. Sublet agreements are between the lessee and the person he or she sublets to. Subletting does not release the original lessee from the lease terms. Any sublettor is required to fill out a sublet form with the person he or she is subletting from and it must be approved in writing by the owner or management company. No sublettor may move in without written approval.

The Subletting Procedure is as follows:

- 1.) Introduce sublettor to any roommates remaining in the apartment for their approval. Approval cannot be unreasonably withheld. Notify management of your intent to sublet and request forms.
- 2.) Have sublettor fill out a sublet agreement. If the sublettor is a student, he or she should have a guarantor form filled out by a parent to ensure rent payments are made. Sublet agreements are available in the document section of your website, at the management office or can be requested through the tenant portal. The same for the guarantor form.
- 3.) The owners of the building and management do not release prepaid last month's rent or security deposit until the end of the lease term. Security deposits will only be returned to the original lessee(s). It is up to the lessee to collect last month's rent from the sublettor.
- 4.) Please keep in mind when subletting the lessee is still responsible for rent being received on time. Any damage sustained will be the responsibility of the lessee.
- 5.) Sublettor must agree to abide by all terms of the lease and handbook. It is the responsibility of the lessee to provide his or her sublettor with relevant lease information and keys. Management will provide the sublettor access to the tenant website where the information is also found.
- 6.) The lessee is responsible for nonpayment by a sublettor. If a sublettor does not pay rent the lessee is responsible for submitting any owed funds or arrears.

Subletting Form

This form serves as a sublease agreement between the tenant named in the lease and the sublettor approved by him or her as well as the owners and management of the building. No sublettor may move in without completing the necessary forms and written approval. No pets without approval.

To be filled out by Tenant (Lessee):

I, (tenant name) _____ hereby sublease my apartment at
(address) _____ (apt #) _____ (city/state) _____
Beginning on (date) _____ and terminating on (date) _____ at noon.
To (name of sublettor) _____

To be filled out by Sublettor:

Name: _____ Phone: _____
Email: _____ Social Security # _____
Former Landlord: _____ Phone: _____ Email: _____
Current Employer or School: _____ Occupation or Source of Income: _____
Parent or Guarantor's Name: _____ Phone: _____

Parent or Guarantor's Email: _____

The sublettor agrees to abide by the terms of the current lease provided by the tenant. The sublettor agrees to pay all rent due on or before the first of each month. The sublettor agrees to vacate the apartment by noon on the end date of the lease. The current tenant is responsible for collecting any prepaid last month's rent from the sublettor. Prepaid last month's rent and security deposit will not be returned until the end of the lease term and will only be returned to the Lessees on the original lease.

Signature of Lessee/Tenant _____ Date _____

Signature of Sublettor _____ Date _____