

# 1. Sublet Agreement

## 1.1 PROCEDURE

**Sublet Fee: \$150.00**

This sublet agreement is introduced when a tenant on a lease intends to allow a substitute tenant to occupy his or her place for a prearranged length of time, pending office approval. This sublet agreement does not release any of the original tenants of their responsibilities of said lease. If the sublet tenant(s) should damage the rental unit, all of the original tenants are still entirely responsible for said damages. Any adjustment for damages shall be negotiated between the sublet and original tenants. If the rent is not paid in full, both the original and sublet tenants can be held responsible.

The rights related to the security deposit shall remain with the original tenant(s) since no transfer of security deposit is required under this sublet agreement.

Continental Real Estate Management, Inc. does not perform an inspection of the rental unit on a sublet. We do not clean or paint prior to sublet tenants moving in. It is the responsibility of the original tenants to leave the unit in good condition for the sublet tenants.

1. The original tenant must sign the sublet form giving permission to allow the sublet tenant to occupy the unit; all other original tenants must sign whether or not they are subletting their space on the lease.
2. An application must be completed by each sublet tenant. If the sublet tenant is not employed full-time (40 hours per week), then a guaranty must co-sign for subletter (a parents, guardian, or someone who is employed full-time). If the sublet tenant is employed full-time, then a credit check will be done.
3. All outstanding balances for the rental unit must be paid in full before the sublet agreement will be approved.
4. Application fees, credit report fees (if applicable), and sublet fee of \$150.00 must be paid upon submitting the sublet paperwork.
5. KEYS: Keys must be exchanged between the original tenants and sublet tenants.
6. PARKING TAG: Parking tags must be exchanged between the sublet tenant and original tenant. Continental WILL NOT issue a new parking tag to the sublet tenant unless the original tag is exchanged.

## 1.2 AGREEMENT TO SUBLET

I/We the current tenants agree to sublet tenant responsibilities related to the property at<<Unit Address>>

for the term of      «Sublet start date»      to      «Sublet end date»      to      «Sublet Tenant»      .

I/We understand the following conditions:

1. The original tenants do hereby grant to the sublet tenant(s) their rights and responsibilities related to the rental unit listed above for the term above.
2. The terms and conditions as set forth in the original lease, have been agreed to by the sublet tenants.

3. The original tenants remain responsible for any and all sums owed to lessor by the sublet tenant. Sublet tenants are responsible for any and all sums due during their tenancy.
4. The rights to the security deposit shall remain with the original tenant(s). Any damages caused by the sublet tenant will be deducted from this security deposit.
5. Continental Real Estate Management, Inc. neither paints nor cleans between original tenants and sublet tenants. It is the responsibility of the original tenant(s) to leave the unit in good condition for the sublet tenant.
6. In witness whereof, the parties hereto, intending to be legally bound hereby, have caused this agreement to be duly executed this day of this month and this year.

X

\_\_\_\_\_  
Date Signed