

CHT SUBLETTING PROCEDURES

- ☐ Notify Management of your Intent to Sublet (Notify CHT in writing by email of your intent to sublet)
- ☐ Advertise your Apartment (Post on social media, word of mouth, flyers, groups, etc)
- ☐ Email CHT Contact Information of Sublessee(s) so we can Send Application to them
- ☐ Create Sublet Agreement (See Below More Information Needed)
- ☐ Schedule Sublet Meeting with CHT Management (Via email, phone call, or in-person)

Create Sublet Agreement

- 1) What are the exact dates of the agreement? (All Sublets 4 months or less must be paid in full up front, no exceptions)
- 2) Who is Responsible for the Security Deposit? (Keep security deposit on file, have it replaced by sublessee)
- 3) Who is Responsible for the Sublet Fee? (\$300)
- 4) Who will be responsible for the Utilities? (Will Lessee keep electricity/gas in their name or not)
- 5) Are there any Discounts Being Offered? (Ex: Lessee agrees to pay \$50 a month for rent. All discounts must be paid up front. For example \$50 a month discount for 4 months, lessee will owe \$200 up front)
- 6) Are there Personal Property Agreements? (Items being left in the unit)
- 7) How will keys be transferred to the Sublessor? (Will CHT hand the keys off or will lessee hand the keys off)

Feel free to contact our CHT Management team with any other questions, comments or concerns you may have about the sublet process.

Reminder when subletting your apartment you, the original Lessee, remains responsible to the Lessor for all of the obligations contained in your Lease Agreement. That means you are responsible for the rent that is due and for any/all damages to the premises when occupied by your sublessee