

## **Sublease Policy**

Per your lease:

1. **SUBLETTING.** Tenant shall **NOT SUBLET** in any manner without the prior written consent of the Landlord. A onetime administrative sublet fee of \$200.00 will be charged prior to the new Tenant occupancy. The sublessee(s) are subject to Landlord's pre-approval of application **before** subletting the dwelling unit. All required paperwork is to be complete, fees paid and approved prior to sub lessee's occupancy. Written approval from management is required prior to any change in occupancy from current lease agreement. Tenant's obligations under this agreement shall not be terminated until the Property is re-rented or until this Agreement expires, whichever occurs first. In the event a roommate change is requested, the same process will apply however a fee of \$50.00 per roommate change will be charged upon approval of the roommate change (to cover the expenses associated therewith). If the Property is leased to one or more persons, all Tenants must agree in writing in advance to any sublease or change.
- Lessee is responsible for finding a new tenant to lease their rental property per the lease terms. (Until lease expires, same rental rate, etc.)
  - You may advertise, put up flyers, refer a friend, etc.
  - You may make your own "rental specials" but it must be arranged between lessee and sub lessee.
  - Management will help show rental property, but lessee shall keep property in a clean and organized state and allow leasing staff to show property during reasonable business hours.
- **Sub lessee must submit rental application, pay application fee, and be approved by management prior to occupancy. (application fee = \$35.00)**
- Lessee must pay **\$200.00 subleasing fee** or it will be deducted from security deposit.
  - In the event that a sublease occurs mid-month of the last month of a lease and the amount of pro-rated rent received from new tenants is less than or equal to \$200.00, the sublease fee will become fifty percent (50%) of the amount of pro-rated rent collected from the sublessors.
- Lessee must pay the full amount for rent each month until new tenant's lease start date begins.
  - Any pro-rated rent must be arranged between original tenant and sub lessee.
- Sub lessee must comply with and sign a new lease agreement for terms ending no earlier than original lessee's lease expiration date prior to occupancy. Once sub lessee signs a lease, the original lessee's lease terms are void beginning the start date of the sub lessee's lease.
- Prior to occupancy, sub lessee must pay security deposit equal to one half of one month's rent or the amount per the original signed lease.
- Lessee must clean apartment accordingly and is responsible for all carpet cleaning, cleaning and repair charges. The charges will be deducted from security deposit and if any charges beyond security deposit amount accrue, tenant is responsible for making payment to management in the amount exceeding security deposit.
- Original lessee must complete a move-out inspection with a member of the management staff and surrender all keys, garage door remotes, and any other property belonging to the management.

- Original tenant must move out at least one entire business day prior to new tenant's move-in date to allow for rental property turnover.
- Original tenant must keep utilities on and in their name until the start date of sub lessee's lease.

I (tenant) \_\_\_\_\_, residing at the premises located at (address) \_\_\_\_\_ Unit: \_\_\_\_\_ Lawrence, KS 6604\_\_ will be completely moved out of the above premises by \_\_\_\_:\_\_\_\_ a.m. or p.m. on \_\_\_\_\_, \_\_\_\_/\_\_\_\_/20\_\_\_\_.

I desire to sublease the above premises beginning on (Date)\_\_\_\_\_.

(The date the new tenant can move in must be a minimum of 2 business days after the sublessors move out date as stated above)

Reason for Sublease: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I acknowledge that I, the tenant, shall remain primarily liable for, and shall not be released from all terms and conditions of the lease until the property is subleased, and a new lease is signed by sub lessee.

By their signatures the Tenant(s) acknowledge that they have read this entire agreement and all of its terms and conditions were explained to their satisfaction. This agreement contains all agreements between the parties herein and any agreements not contained herein shall not be binding. Tenant acknowledges a receipt of a copy of this lease.

Executed and Dated: \_\_\_\_\_

_____ Tenant (Print)	_____ Tenant (Sign)	_____ Date	_____ Contact #
_____ Tenant (Print)	_____ Tenant (Sign)	_____ Date	_____ Contact #
_____ Tenant (Print)	_____ Tenant (Sign)	_____ Date	_____ Contact #

Landlord  
By:

\_\_\_\_\_  
As agent for Hall Equities Group, Ironwood Court, Park West Gardens, Park West Town Homes, & Remington Square