

BVP Management, Inc.

903 S. Texas Avenue
College Station, TX 77840
Business (979)764-2500
Fax (979)764-0508

Sublease Agreement

This form should be completed and signed by any tenants wishing to “sublease” or transfer responsibility of their lease. A written **Notice to Vacate** and signed **Subleasing and Tenant Change Guidelines** form must be provided in conjunction with this agreement. The Notice to Vacate should include a specific date indicating when tenant(s) will vacate the property. All three forms must be signed by all tenant(s).

Current tenant(s) must select at least one, but may choose both options below. All subleasing fees indicated below and any past due amounts must be paid in full before the lease can be transferred or assumed. **Circle the number for the option(s) chosen:**

- 1. Current tenant(s) will attempt to locate, or have already located replacement tenants using their own efforts to market and show the property. If applicants are approved, BVP Management, Inc. will provide current and replacement tenants documentation necessary to complete the lease transfer for a **fee of \$75.00.**
- 2. Current tenant(s) wish to have property listed for lease and marketed by BVP Management, Inc. and agree to pay a **subleasing fee equal to 85% of one full month’s rent to BVP Management, Inc.** if an approved replacement tenant is located and has signed the forms required for the transfer of the lease. Current tenant(s) may sign this agreement in order to finalize the changes only after the subleasing fee has been paid.

Current tenant(s) must select only **one** of the options below. Regardless of the option chosen, the tenant(s) currently listed on the lease are responsible for all rent and fees due under the Lease Agreement until the expiration date of the lease or most recent renewal, or until the date on which a replacement tenant takes occupancy of the unit. **Circle the number for the option chosen:**

- 1. Current tenant(s) will continue to make all payments due under the lease on a monthly basis.
- 2. Current tenant(s) will pay all rent and fees due through the expiration date of the lease agreement or most recent renewal in one lump sum. If replacement tenants take occupancy prior to the expiration date, current tenants will receive a pro-rated refund or credit of any overpayments.

Current tenant(s) agree to forfeit any security and/or pet deposits paid under the lease. Any agreement between current and replacement tenants for reimbursement of deposits or other amounts not governed by this agreement is the sole responsibility of the tenants and will not be enforced by BVP Management, Inc.

Tenant: _____

Tenant: _____

Tenant: _____

Date Signed: _____

Tenant: _____

BVP Management: _____