

SUBLET REQUEST FORM

To: ITHACA RENTING COMPANY

119 Dryden Road, Ithaca, NY 14850

607-272-3000 E-mail: Collegetown@ithacarenting.com

TERM of Sublet:

SUMMER (Year) _____

FALL (Year) _____

SPRING (Year) _____

For the lease at:

ADDRESS _____
APT # _____ **ROOM #** _____ **Ithaca, NY 14850**

Sublet Dates:

START DATE _____, 20____

END DATE _____, 20____

Tenant Name: _____

Permanent Home Address:

Street: _____

City: _____ **State:** ____ **Zip:** _____

Cell Phone: (____) _____

e-mail: _____@cornell.edu

alternate e-mail: _____

Subtenant Name: _____

Permanent Home Address:

Street: _____

City: _____ **State:** ____ **Zip:** _____

Cell Phone: (____) _____

e-mail: _____@cornell.edu

alternate e-mail _____

Undergrad or Grad Male or Female

Class Year: _____ **Major:** _____

Parent/Emergency Contact Information:

Name: _____

Relationship to you: _____

Phone: (____) _____

Reason for Sublet:

At home, please contact me there.

Away/Abroad in: _____

Other, explain: _____

The original of this Sublet Consent Request Form shall be held by Ithaca Renting Company. Faxes will not be accepted.

1. If you are unable to present this form in person at Ithaca Renting Company, this Sublet Consent Request Form must be completely filled out and signed, including all proposed terms of the Sublet, and sent to the Landlord by Certified Mail, Return Receipt Requested. You should write on the outside of the envelope: *Sublet Request Enclosed*.
2. If there is more than one person named on the original Lease, the written consent of all Tenants is required. (See P. 2)
3. The original Tenant remains liable for the obligations of the Lease during the term of Sublet, including any payments and damages *even if incurred by the Subtenant*.
4. Ithaca Renting Company reserves the right to refuse or deny any Sublet for any reasonable cause. Permission to Sublet will not be unreasonably withheld, and approval or refusal to Sublet shall be granted within 30 days of submission of this form. The Landlord also has 10 days to ask the Tenant for additional information before making a decision. A Subtenant must be a Cornell Student or, visiting scholar, or other professional. No high school students allowed.
5. A Sublet which does not comply with the law may be grounds for eviction.
6. The original Tenant has paid a Damage Deposit of \$500.00. This Deposit will continue to be held for the entire term of this Sublet.
7. The Tenant must fulfill all Lease requirements. (All moneys due must be paid; all forms and signatures required must be received.) If all requirements are not met, keys will not be issued, even if this Sublet has already been approved.
8. For the above named dates of this Sublet, the Tenant relinquishes all rights to the apartment. No access will be given or keys will be issued to the Tenant without the written permission of the Subtenant.
9. The Subtenant is required to read and follow all terms set forth in the original Lease.
10. This Studio or Bedroom is for single occupancy only. No exceptions. For 2 bedroom or larger apartments: the Sublet as stated is for the room named above ONLY. The Subtenant does not have permission to enter or use any bedroom other than the one named above.
11. No pets are allowed in the apartment, even for a brief visit.
12. The term of the Sublet may not extend beyond the actual lease dates, even if the dates named above do not match the original lease dates. No extensions or early entry beyond the dates named on the original lease are allowed. Refer to the original lease for dates.
13. Subtenant does not have privilege to re-sublet the apartment. Only the original tenant may sublet the apartment.

The Tenant requests to Sublet the rental unit to the Subtenant for the term stated above. In order for this Sublet to be approved by Ithaca Renting Company, the Tenant and Subtenant must agree to and complete the terms named above.

I have read, understand and agree to follow the above terms and conditions.

It is the responsibility of the Tenant to complete all required details, including securing signatures of other Tenants.

Tenant Date

Subtenant Date

This Sublet is acceptable if all of the above details are followed, including securing signatures of any other Tenants.

Agent, Ithaca Renting Company Date

Start/End dates stated above verified as correct.

Start/End dates corrected to match lease.

TENANT AND SUBTENANT TERMS and AGREEMENT TO SUBLET

TENANT Name: _____ SUBTENANT Name: _____

In addition to the terms and conditions stated in the Sublet Consent Request form, the Tenant and Subtenant have discussed and agree to the following terms and conditions, and set them forth in this true copy of their Sublet Agreement:

1. The term of the Sublet shall be only for the dates outlined on Page 1. There is no provision for any extensions.
2. The **TOTAL RENT** for the ENTIRE SUBLET is \$ _____ and will be due and payable as follows:
 \$ _____ due no later than _____ payable to _____.
 \$ _____ due no later than _____ payable to _____.
 \$ _____ due no later than _____ payable to _____.
3. The **DAMAGE DEPOSIT** will be \$ _____, due no later than _____ payable to the TENANT. The Tenant shall refund the Damage Deposit to the Subtenant within 45 days of the end of the Sublet if the apartment is left clean and well maintained with no damages and all keys returned. The Tenant and Subtenant should inspect the apartment at the start of the Sublet and submit an inspection form to the Rental Office within 24 hours move-in. If there are deductions, the Tenant shall provide written notification of the damage to the Subtenant.
4. HEAT, HOT WATER, GAS and BASIC MAINTENANCE are INCLUDED in the Sublet rent stated above.
5. ELECTRICITY is included *or* is not included in the Sublet rent stated above.
 TELEPHONE is included *or* is not included in the Sublet rent stated above.
 CABLE TV is included *or* is not included in the Sublet rent stated above.
 ONLINE Access is included *or* is not included in the Sublet rent stated above.
 PARKING is included *or* is not included in the Sublet rent stated above.
 NOTE: Please make your own arrangements to transfer these service accounts if necessary.
6. FURNITURE: Refer to Lease for a list of furniture. No additional, exchange or removal of furniture is allowed.
7. KEY PICKUP/RETURN: The Tenant and Subtenant have agreed to transfer all keys as follows:
 Keys are to be picked up: directly from the Tenant *or* at the Rental Office, 119 Dryden Rd.
Regular Office hours only. Late arrivals, weekend arrivals and friends picking up keys not accommodated.
 Keys are to be returned directly to the Tenant *or* to the Rental Office, 119 Dryden Rd.
8. The Subtenant is required to leave the apartment in a clean and well maintained condition at the end of the Sublet.
9. If the Tenant and Subtenant both agree, they may direct Ithaca Renting Company to CANCEL this Sublet and this Agreement. The Tenant and Subtenant must request this in writing. Ithaca Renting Company will not be held responsible for any such action.
10. Additional Terms: _____

I have read, understand and agree to follow the above terms and conditions.

 Tenant Date Subtenant Date

For 2 Bedroom or Larger Apartments: The written consent of all Tenants named on the Lease is required to approve any Sublet. If prior consent was not granted at the original lease signing, it must be done on this form. No exceptions.

I agree and give my consent to the above named Sublet:

Print Name: _____ Signature: _____ Date: _____
 Print Name: _____ Signature: _____ Date: _____
 Print Name: _____ Signature: _____ Date: _____
 Print Name: _____ Signature: _____ Date: _____
 Print Name: _____ Signature: _____ Date: _____