



## **Sublet and Lease Termination Policy**

### **Sublet Policy:**

1. Subletting is allowed with our permission only.
2. There is a \$275 fee due to us if you sublet your unit.
3. In a sublet process, you will find your own tenant to take over your remaining part of the lease. If you have roommates, your roommates must agree to allow you to do this. You will advertise, show the unit, and sign any agreements between you and your sublet tenant yourself.
4. We recommend you sign a sublet agreement, that we cannot provide to you, and we recommend you seek legal counsel for a legally binding document. Please make sure to attach a copy of your original lease to your sublease agreement so your sublet tenant understands our rules for the property.
5. We must screen your sublet tenant with a proper credit and background check. Your sublet should submit an application to us and go through our screening process. This is required in order to get our consent for your sublet tenant.
6. Your sublet tenant will pay rent directly to you and you will continue paying rent to us, as you are still our tenant!

### **Lease Termination Policy:**

1. Your lease may be terminated with our permission only.
2. If permission is granted, we will advertise and show your unit for you to find a tenant to take over your lease.
3. Before advertising and showing begins, you must pay the lease termination fee to us that is in Section 9 of your lease agreement. This fee is not a rent payment and is non-refundable.
4. You will remain responsible for your contracted rent until the date a new tenant will take possession of the premises.
5. Once we have found a new tenant to take over the space, and that tenant has signed a lease with us and paid their security deposit, we will send you a lease termination agreement that will lay out the terms of terminating your lease, including your deposit return and any remaining rent you owe us or we owe you. Your lease is not terminated, and you are responsible to perform the contract, until you have signed that termination agreement.