

SUBLEASE REQUEST FORM

Name (s) : \_\_\_\_\_
Address: \_\_\_\_\_
Date: \_\_\_\_\_

Reason for Subleasing: \_\_\_\_\_

I (We) understand the following:

We are responsible for finding someone to sublease and for the placement of any advertising and its costs. We may use the phone number of PMS in the ad as long as we inform PMS of what the ad says. We will not use the PMS name in the ad.

We understand that while we may have been allowed to keep a pet during our lease, the owner may have changed his policy so that pets are no longer allowed. We will check with PMS before advertising.

If a sublessee satisfactory to PMS is not found, we are still obligated to fulfill the lease agreement. Forfeiting the security deposit does not terminate responsibility. (Please refer to #1b. of the lease) We are responsible for the rent for the unit until the day the new lease begins or until our lease ends, even though we may have given up possession before then.

If our lease is terminated prematurely for any reason, we agree to allow Property Management Services to negotiate a lease with a lower rent at the discretion of PMS. Tenant agrees to be responsible for the difference between the original lease amount and the lesser negotiated rent.

If we are offering a reduced rental rate, we understand that agreement is between us and the subleasing party only. PMS will draw up the new lease at the full rent price.

We will inform anyone interested in subleasing to call PMS to make an appointment to fill out an application, sign the lease, and pay a security deposit. We understand that the same screening procedures will be used according to normal PMS policies.

A \$250.00 sublease fee will be paid by money order to PMS. \$125.00 is due with this sublease request form. This is a non-refundable processing fee. The remaining \$125.00 is due before the lease of a qualified sublease will be granted final approval. The sublease fee cannot be taken out of the security deposit. PMS will aid in the search for the sublease. The sublease fee will be paid no matter who finds the sublease. We understand that we must pay the remaining sublease fee within 24 hours after PMS has notified us that they have processed a qualified sublease application. If it is not paid during this time, the sublease will not be approved and this sublease request will become null and void.

If a sublease is approved, we will schedule an inventory check out with PMS to be completed at least one business day prior to the move in date of the sublease. The normal check out procedure will be followed as explained in the Rules and Regulations of the lease agreement.

No keys will be given to the subleasing tenants by us. They must arrange possession with PMS. We will turn in all keys to PMS (including mailbox and laundry keys).

We understand that we are not released from the terms of our contract until the new tenant takes possession of the apartment by paying their first month's rent and picking up the keys from PMS. If they fail to take possession, PMS will return our second \$125.00 money order and our lease will remain in effect until someone else is found.

We are responsible for keeping the utilities on in our name until the new lease begins.

If we wish to leave any of our possessions for the sublease, both parties must fill out a Request to Leave Possessions Form before the sublease will be approved.

Notice of the disposition of our security deposit will be delivered, as provided by law, within 30 days of our inventory check out if a sublease is approved.

PLEASE FILL OUT COMPLETELY:

I (We) request to sublease the above named property. The date the property is available for the subleasing tenants to move in is:

\_\_\_\_\_. (PLEASE NOTE: New lease cannot start on a Saturday or Sunday).

If the property is available immediately or if the original date the property is available for subleasing has passed and we are still living there, I (We) need \_\_\_\_ days notice in order to move out.

I (We) need PMS to give us the following notice before showing the property (check one):
\_\_\_\_\_ No Notice needed
\_\_\_\_\_ 1 day's notice
\_\_\_\_\_ No notice needed, just call and leave message that it was shown
\_\_\_\_\_ Other:\_\_\_\_\_

I (We) can be reached at the following numbers:

Name: \_\_\_\_\_ (h) \_\_\_\_\_ (w) \_\_\_\_\_
Name: \_\_\_\_\_ (h) \_\_\_\_\_ (w) \_\_\_\_\_

Can PMS give out your phone number to prospective tenants? Yes \_\_\_\_\_ No \_\_\_\_\_

I (We) understand all persons currently on the lease agreement must sign this request.

Name Date
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FORWARDING ADDRESS

Name: \_\_\_\_\_
Address: \_\_\_\_\_
Phone Number: \_\_\_\_\_

Ad: \_\_\_\_\_

OFFICE USE ONLY

Sublease Processing Fee (\$125.00): \_\_\_\_\_
Sublease Approval Fee (\$125.00): \_\_\_\_\_
Check Out Scheduled: \_\_\_\_\_ Time: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_