



1240 E. Broomfield, Mt. Pleasant, MI 48858  
(989) 779-7900

Agreement between both parties in Sublease Situation

Tallgrass Apartments       1200 West Campus  
Apt# \_\_\_\_\_      Lease Years: \_\_\_\_\_

\_\_\_\_\_  
Person Subbing Out (Sublessor)

\_\_\_\_\_  
Person Coming in (Sublessee)

**1. Non Refundable Admin Fee:**

Is a new non-refundable administration/utility fee being paid by Sublessee? Yes / No

If yes:

Return Sublessor's non-refundable administration/utility fee.

If No:

Sublessor's non-refundable administration/utility will be transferred to Sublessee.

**2. \$150.00 Subleasing Fee will be paid by:**

Sublessee    Date \_\_\_\_\_

Sublessor    Date \_\_\_\_\_

**3. Occupancy Dates:**

Sublessor will be moving out \_\_\_\_\_, keys will be returned to the office.

Sublessee will be moving in \_\_\_\_\_, keys will be picked up at office during normal business hours.

**4. Rent:** New tenants do not get the "Tallgrass Promise" rent rate. Please describe the rental understanding between the two parties:

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

\_\_\_\_\_  
Tenant Moving Out(Sublessor)      Date

\_\_\_\_\_  
Tenant Moving In (Sublessee)      Date

\_\_\_\_\_  
Tallgrass Manager/Agent      Date