

SUBLEASING PROCEDURE
TALLGRASS APTS

- A:**
1. Notify your roommates that you will be subleasing—they may have someone or may help you find someone to take your place. (Other suggestions for finding someone would be an Ad in CMLife, posting a notice on available bulletin boards, and online ie: www. roommates.com)
 2. Submit a letter to the office with your reason for subleasing. **There is a \$150.00 subleasing fee.**
 3. Determine how rent and administration/utility fee is going to be paid between Tenant and Sub-lessee.
 4. **Sublease Acceptance Agreement and Damage Agreement** (at the bottom of the page) must be completed and signed by all Tenants.
 5. Make appointment for new person to sign Lease.
 6. Sub-lessee must complete **Housing Application, Rental Surety Agreement, sign Lease, pay Application fee and rent.**
 7. If applicable, tenant's keys must be turned into the office so they can be signed out to Sub-lessee (if keys are not turned in, there will be a **\$50.00 charge per key**).
 8. Parking permit must be returned before the new tenant is issued a permit (if applicable).

- B:**
1. Sub-lessee's Rental Surety Agreement must be signed (by **Parents**) and returned within ten (10 days).
 2. Sub-lessee's Application Fee check must clear the bank.
 3. Tenant leaving, must address envelope and give to Tallgrass, for tallgrass to send a damage list (if applicable).
 4. After steps (**A and B**) are completed, tenant's Damage list will be mailed within thirty (30) days.

DAMAGE AGREEMENT

Remaining tenants + new tenant, checked the apartment for damage and have found (check one)
Damage **No Damage** that was caused by the tenant that is leaving.

Please list damages below, if any:

LOCATION	DESCRIPTION OF DAMAGE
<u>If more room is needed use back of page!</u>	

All Existing Tenants Whom Comprise Lessee Must Sign Date _____, _____

Tenant _____ Tenant _____

Tenant _____ Tenant _____

SUBLEASE ACCEPTANCE AGREEMENT

[] Tallgrass Apartments [] 1200 West Campus Apartments

Apt # _____

We hereby agree that _____ (Sub-Lessee) has our permission to sublease from
 _____ (Tenant) for the remainder of our _____ Lease.

Tenant _____ Tenant _____

Tenant _____ Tenant _____

Date _____, _____

Approved by Lessor: _____ Date _____