SUBLEASE CONDITIONS

According to the terms of your lease, you are responsible for rent and utilities until the expiration of the lease.
You may sublease the apartment, with our approval. You will be released only when the following conditions are met:

* Sublease agreement has been signed and sublease fee paid.
* An application and deposit must be received in our office from prospective tenant(s). You will be released of your obligations only when the lease (not the application) has been signed.
* Partial Month-Leases are typed for terms beginning on the first of any month. You are responsible for paying the full month. Prorated rent collected for that month from the new tenant will be credited to you on your deposit return form. Keys will be given out to the new tenant by the office only after an inspection of the unit has been made and the unit is ready.
* Inspection-You will need to schedule an inspection of the unit. For the inspection, the unit must be empty of all personal belongings and it must be clean. (Carpets must be professionally shampooed. If carpets are not cleaned you will be charged for the cost of cleaning plus $100) **NO RUG DOCTORS**. Keys are to be returned at time of inspection. **DO NOT GIVE KEYS TO THE NEW TENANT**. If all keys are not returned at time of inspection a lock change will be made and charged against your deposit.
* Inspections should be scheduled at least one day in advance. Inspections will be done during the following times: Monday thru Friday from 8:30 a.m. to 4:30 p.m. Saturdays 9:00 a.m. to 2:30 p.m. (February thru August) Saturdays 9:00 a.m. to 11:30 a.m. (September thru December)
* Deposit Requirements-The new tenant will be required to deposit with Hunziker Property Management an amount equal to either one months rent, or in the event no verifiable rental history is available, amount equal to two months rent.
* **Please check with our office on maximum occupancy and student eligibility for your apartment.**

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NOTICE OF INTENT TO SUBLEASE

Dear Hunziker Property Management: Date: _________________________

You are hereby advised that the undersigned will vacate __________________________________#________________
(Address)
On ___________________, 20______. The date given is a definite vacating date. I will return all apartment keys to
(Date)
Hunziker Property Management on or before the above vacating date. I authorize the release of keys after that date. An Inspection should be should be scheduled on or before the given date. I understand that the giving of this notice does not release me of any liability that I may have under my present rental agreement until all sublease conditions have been satisfied. I agree to pay the $100 sublease fee upon signing this notice with the understanding that if I do not get my apartment subleased the $100 fee will be refunded.

____
Resident
____
Resident
____
Resident
____
Phone#

Forwarding Address:
____
____
____

$100 fee due at time of signing __________

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

EMPLOYMENT AGREEMENT

OPTIONAL
According to the terms of your lease, you are responsible for rent and utilities until the expiration of the lease.
Should you need to vacate before the expiration of the lease, the following is available to you:
With the signature below you are employing Hunziker Property Management to sublease your apartment. The rental fee, $250 is due and payable when the apartment is re-rented. **We at no time guarantee the re-rental. You will be released of all obligations only when the apartment has been re-rented.** Hunziker Property Management has the right to enter the apartment at reasonable times and with notice to show the apartment.
I have read and understand the above procedure for re-renting my apartment. I understand that I am not being released of any obligation until such time that the apartment is re-rented. Until such time, I am responsible for the rent and utilities for the apartment.

____
Resident
____
Resident
____
Resident
____
Phone #

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

For Office Use:
List ______________ Amt______ Remarks______________________