Sublease Agreement

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:

1. Sublease agreement has been signed by all tenants.
2. An application, deposit, and photo ID must be turned in to our office from prospective tenant(s). You will be released of your obligations only when the lease (not the application) has been signed.
3. Partial-month leases are typed for terms beginning on the first day of any month. You are responsible for paying the full month. Pro-rated rent collected for that month from the new tenant will be credited to you on your deposit return. Keys will be given out to the new tenant(s) by the office only after an inspection of the unit has been made and the unit is ready.
4. Inspections should be scheduled at least one day in advance. Inspections will be done during the following times: Monday thru Friday, 8:30am to 4:00 pm. For the inspection, the unit must be empty of all personal belongings and it must be clean. Failure to have your carpets clean may result in additional charges. 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.
5. The new tenant will be required to deposit with Hunziker Property Management an amount equal to either one month's rent, or in the event no verifiable credit or rental history is available, amount equal to two month's rent.
6. Please check with our office on maximum occupancy and student eligibility for your apartment.

Notice of Intent to Sublease

Date _____

Dear Hunziker Property Management:
You are hereby advised that the undersigned will vacate _____ - _____
Address **Unit #**

On _____, _____. The date given is a definite vacating date. I will return all apartment
Date **Year**
keys to Hunziker Property Management on or before the above vacating date. I authorize the release of keys after that date. An inspection should be scheduled on or before the given date. I understand that giving 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 that the $100 sublease fee will be taken from my security deposit when my unit has been re-rented.

Print Name _____ Email _____ Signature _____
Print Name _____ Email _____ Signature _____
Print Name _____ Email _____ Signature _____

Optional

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 advertise and show your apartment to prospective sublessee. The rental fee of $250 will be taken out of your security deposit when the apartment is re-rented. It is mutually agreed that possession may be given to the new tenants up to two weeks after the current tenants vacate the apartment. 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 understood 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.

Print Name _____ Email _____ Signature _____
Print Name _____ Email _____ Signature _____
Print Name _____ Email _____ Signature _____