

Sublease Packet and Procedure

The Woods has put this packet together to give you all the information you will need before deciding to sublease. In order to sublease, your account must have a balance of zero. **There is \$125.00 fee for all subleases, which is paid when all paperwork is turned in.** The lease is a joint lease and both parties will be responsible if The Woods has to take legal action to collect any part of the lease. The sublessee is taking the apartment "as is" and any existing damage that the apartment will be charge for at the end of the lease term becomes the sublessee's responsibility as well. **The sublessee is accepting responsibility and agreeing to all the terms and conditions under the original lease by signing the sublease agreement form.** By signing the sublease agreement, this does not remove the original person from the signed lease. **No paperwork or sublease fee will be accepted in the office unit all the paperwork is complete.**

Below is an explanation on how to fill in the blanks on the paperwork.

Sublease Agreement:

1. The apartment address.
2. The person who wants to live in the apartment and the person who is currently listed on the original lease.
3. Signature from the new person which will live in the apartment and date.
4. The amount of the security deposit that was paid at the time of the lease signing, and the person who originally signed the lease.
Then, who the deposit will be refunded to at the end of the lease.
5. The date that this agreement will go in effect.
6. Signature from everyone who originally signed the lease.

Student Information Sheet:

This is to be completed by the sublessee. For on-campus subleases only. For our residential off-campus apartments you must complete a residential application and complete the qualifying process.

Gauranty of Lease:

This form is required by all residents residing in our apartments. This form needs to be completed and stamped in front of a NOTARY. The guaranty can be signed by anyone who is a parent or guardian.

Apartment being sublet _____

I, _____, am subletting from _____ for the above location. **I have been given a copy of the original lease and am aware that I will be responsible for rent and all other fees as set forth in the original lease.** I do hereby agree to be bound by all terms and conditions set forth in the original attached lease. This included any and all balances that are or may come due under the lease. I further understand that I am taking the apartment as is.

Signature _____

Date _____

The amount of \$250, (Security Deposit), is being paid to _____ (Original Signer) the security deposit for the above mentioned apartment and is to be refunded to _____ (New Signer-Person who will Sublease) at the end of the lease less any damages and unpaid rent and/or fees.

PLEASE NOTE: This form must be signed by the person that has signed the original lease and must be included with this addendum. If the sublessee defaults prior to the end of the current lease term, the original lessees can and will be held liable.

I, the below, signed and agree on this day _____, to let _____ sublet the above-mentioned apartment.

Resident: _____

Date _____