Sublet Policy and Agreement Lofgren Properties

1. It is understood that the original tenant remains ultimately responsible for all the terms of original lease, including payment of rent, damages and cleaning costs that may occur as a result of the sublessee's tenancy.

2. Notify the office you want to sublet your apartment.

3. It is the original tenant's responsibility to advertise and show the apartment.

4. The potential sublessee must complete an application and be approved by Lofgren Properties.

5. No pets allowed without written authorization from Lofgren Properties.

6. Tenant agrees to pay the $200.00 sublet processing fee to Lofgren Properties.

7. Tenant is responsible to coordinate the move in/out dates and the key exchange directly with the sublessee.

Sublet Agreement

It is mutually agreed on this date _____ between

Original tenant _____

And Sublessee _____

Description of Lease and Premises

Address of Rental Unit _____

Term of Original Lease _____ to _____ (beginning and ending dates)

Term of Sublease _____to _____ (beginning and ending dates). The actual lease ends August 14th, at 11:00 am.

Provisions of Sublet Agreement

A. Choose one of the following:

- ☐ The sublessee shall be liable for the full rent of the original tenant in the amount of $_____ per month.
- ☐ The sublessee shall be liable for part of the rent of original tenant in the amount of $_____ per month.

B. Choose one of the following:

- ☐ The sublessee shall pay a security deposit in the amount of $_____ to be held by original tenant_____.
- ☐ The sublessee shall pay no security deposit.

_____ _____ _____

Sublessee Sublessor Date