

**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. There is a minimum of three months for the sublet term.
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. Tenant agrees to pay the \$250.00 sublet processing fee to Lofgren Properties.
6. 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 14<sup>th</sup>, 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