**Instructions on How to Properly Complete**

**The Sublet Agreement Addendum to Lease Agreement**

To begin the process for subletting your apartment or room you will need to adhere to the following instructions:

1. Remit payment of $500.00 as a Subletting Fee.
2. Have the incoming tenant complete a rental application and return with a $50 application processing fee.
3. Complete the Sublet Agreement Addendum

The Sublet Agreement Addendum is a form to be utilized when a tenant already on the lease will be moving out of the property and replaced by a new tenant moving into the property.

To complete the Sublet Addendum form, please perform the following action.

**Line 2 Outgoing Tenant:** Type or print the name of the outgoing tenant.

**Line 3 Subletting Tenant:** Type or print the name of the incoming tenant.

**Line 4:** Owner or Agent of the property will fill in their name and date the agreement.

**Line 5:** Type or print the address of the property as listed in the original lease agreement.

**Section 1 TERM:** Type or print the date in which the sublease will begin. The sublease ending date must coincide with the lease ending date.

**Section 2 RENT:** Complete the amount of rent that the sublettor will be paying. This amount will be the monthly rental amount paid previously each month by the outgoing tenant.

**Section 3 Security Deposit:** Complete the amount of security deposit and any last month’s rent currently on file by the outgoing tenant.

**Section 4 ADDITIONAL TERMS AND CONDITIONS:** Any additional terms or conditions must be approved by the Owner, Agent or Management Company.

**SIGNATURES:** Both the outgoing tenant and the subtenant must sign on the same page.

**Return the form to the property manager.** The owner/agent of the property will then countersign to authorize the subletting / tenant transfer to occur. A fully executed copy will then be provided to the incoming and outgoing tenants.

**Sublet Agreement Addendum to Lease Agreement**

**\*There Is a $500 Fee Per Person In Order To Sublet Your Unit.\***

This Sublease Agreement is made between the

Outgoing Tenant: and the

Subletting tenant and the

Owner/ Agent of the property \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on this date .   
  
The Tenant hereby agrees to sublet, and the Subtenant agrees to rent the following Premises:  
  
Complete Property Address:   
  
The Subtenant is subject to all terms and conditions of the original lease, as indicated in the original lease agreement. All tenants are jointly and severally liable.   
  
**1. TERM:**   
  
This sublease term shall begin on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and end on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  
  
**2. RENT:**   
  
The Subtenant agrees to be jointly and severally liable for the rent of the house on or before the stated date in underlying lease. Subtenant understand that the total rent for the house is $ and agrees to pay the landlord an amount for their portion of the rent in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on the date in which rent is due.   
  
  
**3. SECURITY DEPOSIT and LAST MONTHS RENT:**  
  
The Subtenant shall remit a payment for the security deposit in the amount of $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and last month’s rent $ directly to the outgoing tenant. Subtenant agrees to indemnify Landlord/Agent for any and all security deposits and last month’s rent that may be owed to outgoing tenant. The security deposit and any last month’s rent on file for the outgoing tenant will be transferred internally to the subletting tenant.

**4. ADDITIONAL TERMS AND CONDITIONS:**

**SIGNATURES:**   
  
Tenant Name:   
  
Tenant Signature:          Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subtenant Name:   
  
Subtenant Signature:          Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
**CONSENT OF LANDLORD**

The Landlord hereby agrees to the sublease of the above Premises according to the terms and conditions of this Sublet Agreement.  
  
  
Owner/ Agent / Landlord Name:   
  
Owner / Agent / Landlord Signature:

Date: