

# SUBLEASING RULES

*Subleasing is allowed only upon landlord approval. There is a one hundred dollar fee, per sublease agreement. Whomever you choose to sublease must fill out the attached application, and return to Townsend Management prior to moving into the apartment/townhouse. After being approved, the sublease agreement must be agreed upon by sublessor and sublessee and accepted by Townsend Management.*

**Do not allow anyone to move into the unit without an approved sublease agreement from Townsend Management.**

*In order for an applicant to be approved:*

- He/She must have a favorable rental reference of at least one year from someone they are not living with or related, without exception
- He/She must be of like kind to the sublessor (example: If the sublessor is a 21 year old female college student, she could not sublease to a 40 year old man, unless original lease signers agree).
- All original lease signers must agree to allow the applicant to sublease by signing the back of the sublease agreement

*Additional useful information:*

- Because the sublessor (original tenant) is responsible to the landlord (Townsend Management) and the sublessee is responsible to the sublessor, the sublessor may wish to continue to make rent payments to Townsend Management to avoid late fees, and have sublessee make payments to sublessor.
- The sublessor must be present at the check-out appointment at the end of the lease term. We recommend ending the sublease agreement at least one day before the ending date of the lease, so you can make sure the apartment is in a good, clean condition. The security deposit refund will only be given to the original lease signers.
- It is in the sublessor's best interest to take a security deposit from the sublessee.

*Remember, these rules and recommendations are to protect you and your security deposit. Please take each of them into consideration.*

TOWNSEND MANAGEMENT  
820 Edgebrook Drive, Office  
DeKalb, IL 60115  
(815) 787-RENT (7368)

### RENTAL APPLICATION TO SUBLEASE

DATE: \_\_\_\_\_  
**Applicant's** Full Name: \_\_\_\_\_  
Present Address \_\_\_\_\_  
City \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Social Security Number: \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Driver's License Number: \_\_\_\_\_ Co-Applicant D/L Number \_\_\_\_\_  
**Co-Applicant** Name: \_\_\_\_\_  
Present Address \_\_\_\_\_  
City \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Social Security Number: \_\_\_\_\_ Date of Birth \_\_\_\_\_  
How many persons will occupy this apartment (including self)? \_\_\_\_\_ Please List Below.

_____	_____	_____	_____	_____	_____
Name	Age	Relationship	Name	Age	Relationship
_____	_____	_____	_____	_____	_____
Name	Age	Relationship	Name	Age	Relationship

### RENTAL HISTORY

**Applicant Information:**

Current Landlord: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Landlord's Address: \_\_\_\_\_ How long at this address: \_\_\_\_\_  
If Less Than 1 Year Please give Previous Landlord: \_\_\_\_\_  
Address Rented: \_\_\_\_\_ Dates Rented: \_\_\_\_\_  
Landlord's Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

**Co-Applicant Information:**

Current Landlord: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Landlord's Address: \_\_\_\_\_ How long at this address: \_\_\_\_\_  
If Less Than 1 Year Please give Previous Landlord: \_\_\_\_\_  
Address Rented: \_\_\_\_\_ Dates Rented: \_\_\_\_\_  
Landlord's Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

PROPERTY INTERESTED IN: \_\_\_\_\_

Have you ever filed for bankruptcy? \_\_\_\_\_ Been evicted from tenancy? \_\_\_\_\_  
Late on your rent payments? \_\_\_\_\_ Refused to pay rent when it was due? \_\_\_\_\_  
Been convicted of a felony? \_\_\_\_\_

**Who to contact in case of emergency** \_\_\_\_\_ **phone #** \_\_\_\_\_  
**relationship** \_\_\_\_\_ **address** \_\_\_\_\_

*Please sign the Verification of Residency release on the back of application.*

# Verification of Residency

Phone # 815-787-RENT (7368)

I hereby authorize my Landlord to disclose the information requested below to Townsend Management.

\_\_\_\_\_  
Applicant name (print)                      Applicant signature                      SS#

\_\_\_\_\_  
Co-Applicant name (print)                      Co-Applicant Signature                      SS#

***Please return the application to Townsend Management. We will contact your landlord for further information. Thank you.***

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From: Townsend Management

The applicant referenced above has applied for an apartment and has indicated you as their Landlord. Please complete the following information and return it to us at your earliest convenience.

**I. Landlord Address:**

1. Lease dates \_\_\_\_\_
2. Rent amount \$ \_\_\_\_\_ Security Deposit amount \$ \_\_\_\_\_
3. Number of late payments: \_\_\_\_\_
4. Number of NSF checks in last 12 months \_\_\_\_\_
5. Have any unauthorized persons lived in this unit? \_\_\_\_\_
6. Has this resident been found with a pet? \_\_\_\_\_ Is it permitted? \_\_\_\_\_
7. Have there been any noise problems? \_\_\_\_\_
8. Have the police been called regarding the applicant or guests? \_\_\_\_\_  
If yes, please explain \_\_\_\_\_
9. Has the applicant or guests acted in a physically violent or verbally abusive manner toward neighbors or staff? If yes, please explain \_\_\_\_\_
10. Amount of security deposit refunded to tenant \$ \_\_\_\_\_ Please explain \_\_\_\_\_  
\_\_\_\_\_
11. Would you rent to this resident again? \_\_\_\_\_
12. Other problems? \_\_\_\_\_
13. Are you related to this applicant? \_\_\_\_\_ If yes, how? \_\_\_\_\_

**II. Landlord** Thank you for your assistance!

\_\_\_\_\_  
Signature                                              title                                              date

## Sublease Agreement

This **SUBLEASE**, made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between \_\_\_\_\_, hereinafter referred to as Sublessor, and \_\_\_\_\_, hereinafter referred to as Sublessee.

Witnesseth: Sublessor hereby agrees to rent, convey, and transfer to the Sublessee the premises known as \_\_\_\_\_ in DeKalb, IL, for the term commencing on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ and ending on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. In consideration of said transfer, Sublessee agrees to pay Sublessor as rent the total amount of \$ \_\_\_\_\_, of said transfer, said amount to be paid as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Futhermore, Sublessee has deposited with Sublessor the sum of \$ \_\_\_\_\_, the receipt of which is hereby acknowledged as security for performance of this sublease and for extraordinary damages caused by Sublessee to the premises or furnishings. Said deposit shall be returned within \_\_\_\_\_ days of the termination of said sublease.

Sublessee further agrees to pay all of the following utility costs for said premises during the term of the sublease:

\_\_\_\_\_  
\_\_\_\_\_

The \$100.00 fee for this sublease agreement will be paid to Townsend Management as follows:

\_\_\_\_\_  
\_\_\_\_\_

Sublessee further agrees to be bound by the lease executed between the Sublessor and the landlord so long as such terms do not conflict with the terms of this sublease, in which case the terms of the sublease shall prevail.

The parties further agree:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The lease's premises shall be occupied only by Sublessee(s) whose name(s) are affixed to this contract. No representations, except as contained herein, have been made to Sublessee respecting the condition of the subleased premises. The taking possession thereof by Sublessee shall be conclusive evidence that the leased premises were in good and satisfactory condition when possession of said premises was taken. At the expiration of this term, Sublessee will quit and surrender the premises hereby demises in as good state and condition as received, reasonable wear and tear and damage by fire or the elements, or from other causes beyond its control expected. All original signed tenants approve this sublease agreement.

**IN WITNESS WHEREOF**, the parties have executed this agreement the day and year written above.

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Sublessee

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Landlord/Agent

Student's Legal Assistance office, S.A. Funded