

# 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.*