

## **Sublease Policy**

Per your lease:

1. **SUBLETTING.** Tenant shall **NOT SUBLET** in any manner without the prior written consent of the Landlord. A onetime administrative fee of \$250.00 will be payable prior to the new Tenant's occupancy. All required paperwork must be complete, fees paid and approved in writing by Landlord prior to the new Tenant's occupancy. Tenant's obligations under this agreement shall not be terminated until the Property is re-rented (applicant approved, all charges paid, and new lease or roommate change form is fully executed) or until Tenant's Lease Agreement expires, whichever occurs first. If the Property is leased to one or more persons, all Tenants must agree in writing in advance to any sublease.
- Tenant is responsible for finding a new tenant to lease their unit under the same terms of the tenant's lease agreement. (Until lease expires, same rental rate, etc.)
  - You may advertise, put up flyers, refer a friend, etc.
  - You may make your own "rental specials" but it must be arranged between lessee and sub lessee.
  - Management will help show rental property, but lessee shall keep property in a clean and organized state and allow leasing staff to show property during reasonable business hours.
- **Sub lessee must submit a rental application, pay application fee, be approved by management and execute a lease agreement or roommate change form prior to occupancy.**
- Tenant must pay the full amount for rent each month until new tenant's lease start date begins.
- Once new Tenant signs a lease, the original Tenant's lease terms are void beginning the start date of the new Tenant's lease.
- Tenant must clean apartment accordingly and is responsible for all carpet cleaning, cleaning and repair charges. The charges will be deducted from security deposit and if any charges beyond security deposit amount accrue, tenant is responsible for making payment to management in the amount exceeding security deposit.
- Original lessee must complete a move-out inspection with a member of the management staff and surrender all keys, garage door remotes, and any other property belonging to the management.
  - Original tenant must move out at least 3 business days prior to new tenant's move-in date to allow for rental property turnover.
  - Original tenant must keep utilities on and in their name until the start date of sub lessee's lease.

I (tenant) \_\_\_\_\_, residing at the premises located at (address) \_\_\_\_\_ Lawrence, KS 6604\_\_ will be completely moved out of the above premises by \_\_\_\_\_:\_\_\_\_\_ a.m. or p.m. on (Day) \_\_\_\_\_, (Date) \_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_. Hall Equities Group requires 3 business days between your move out date and the new tenants move in date. I desire to sublease my unit beginning on (Date):\_\_\_\_\_

Reason for Sublease: \_\_\_\_\_  
 \_\_\_\_\_

I acknowledge that I, the tenant, shall remain primarily liable for, and shall not be released from all terms and conditions of the lease until the property is subleased, and a new lease is signed by sub lessee.

By their signatures the Tenant(s) acknowledge that they have read this entire agreement and all of its terms and conditions were explained to their satisfaction. This agreement contains all agreements between the parties herein and any agreements not contained herein shall not be binding. Tenant acknowledges a receipt of a copy of this lease.

Executed and Dated: \_\_\_\_\_

_____	_____	_____	_____
Tenant A (Print)	Tenant (Sign)	Date	Contact #
_____	_____	_____	_____
Tenant B (Print)	Tenant (Sign)	Date	Contact #
_____	_____	_____	_____
Tenant C (Print)	Tenant (Sign)	Date	Contact #

Landlord

By:

\_\_\_\_\_

As agent for *Hall Equities Group*  
 Ironwood Court, Park West Gardens, Park West Town Homes, & Remington Square

