



Sublet Notification

I, _____, (Sublessor/ Resident) hereby intend to sublet the premises described as: _____, in which (New Sublessee) _____ shall be replacing myself and/or _____ and residing at the above premises for the following dates: from _____ to _____.

The following is required *prior to any sublet taking occupancy* and must be submitted to the above address in accordance with your lease.

- * Sublet Fee of \$_____ per person in accordance with your lease.
- * Copy of Sublessee's Driver's License.
- * Completed Residency Application by Sublessee.
- * Landlord/agent approval of Sublessee, in writing.

The original Sublessor/Tenant/Resident understands that he/she is liable during the entire course of the lease. Independent and separate sublet agreements between sublessee and sublessor are advisable and all parties shall hold agent/owner harmless for such agreement or security deposit refunds to individuals other than the original tenants/ sublessor. Sublessee agrees to keep the property free of debris at all times and to uphold the existing lease and addendums, and will additionally be charged accordingly if they fail to do so. If any problems exist, original lessor may request copies of any notices or fines sent to:_____.

Original Sublessor (Signature)	Date	New Sublessee (Signature)	Date
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Agent	Date Received	Date Approved & Signature
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