

Sublease Agreement

Parties to this agreement are the Landlord, the Original Tenant and the New Tenant, hereinafter referred to as a Subtenant. Upon signing this Document, submit the document to the Landlord for review and final signature.

Original Tenant Name: _____ Subtenant Name: _____
(Original Tenant Print Here) (Subtenant Print Here)

Address of Property: _____

Sublease Term (Dates): From _____ To _____

The Original Tenant agrees that they are and will remain, liable for the performance of all the terms of the Lease, including rent payments to the Landlord. (Please complete all sections and fill in blanks.)

1-Rent Payment Terms:

Subtenant agrees to make monthly rental payments to the _____ [Original Tenant or Landlord] in accordance with the terms of the Lease for the above mentioned Sublease term.

Subtenant agrees to pay monthly rent for the above-mentioned Lease Term:	\$: _____ per month
Original Tenant agrees to pay: (If Subtenant payment is less than the Original Tenant's total monthly rent indicated in the Lease contract; Original Tenant is subsidizing part of rent payment.)	+ \$ _____ per month
Total Rent Due To Landlord:	= \$ _____ per month

Place a check mark by each item according to terms of the Lease or Sub-Agreement between Original Tenant and Sub-Tenant.

Paid By:	Original Tenant	Landlord	Subtenant
Electric			
Gas (heat)			
Gas (hot water/cooking gas)			
Trash Tags			
Water/Sewer			
Internet			

2- Security Deposit:

The Subtenant agrees to pay a security deposit to Original Tenant in the amount of \$ _____

Subtenant acknowledges that a Security Deposit was paid to the Landlord by the Original Tenant. The initial Security Deposit shall remain payable to the Original Tenant in accordance with the Lease, except when reimbursed in full to the Original Tenant by the Subtenant.

- If Subtenant reimburses Original Tenant LESS than total security deposit indicated on Lease, Original Tenant will reimburse the Subtenant the amount indicated in blank #2 (less Subtenant's damages/cleaning charges).
- If Sub Tenant reimburses Original Tenant FULL security deposit indicated on Lease, West Shore Apartments will reimburse Subtenant FULL security deposit indicated on Lease (less cleaning charges/damages).

3-Damages:

The Subtenant hereby agrees to pay the Original Tenant for all damages that take place during the sub-letting term and for all rent during the term of the lease. Landlord will work with Original Tenant to repair damages and determine the cost for repairs. However, no such dispute between the Original Tenant and Subtenant shall affect the rights of the Landlord to collect rent and damages in full from all parties.

4- First Month's Rent:

The Subtenant agrees to pay a (pre-paid) first month's rent to Original Tenant in the amount of \$_____ (will be \$0, unless Subtenant is staying in apartment for the first month of Lease period and reimbursing Original Tenant for pre-paid first month's rent.)

5-Original Lease Terms Apply:

All of the terms of the original Lease, a copy of which is attached, shall remain in full force and effect and shall be applicable in full to both the Tenant and Subtenant. If either Original Tenant or Subtenant needs a copy of the Lease, please request it in writing.

Original Tenant to provide 1) Lease, 2) Statement of Condition, and all 3) Keys to New Tenant.

→ Initials of Original Tenant and Subtenant _____

6- On-Line Rent Payment Option:

Sub Tenant would like West Shore Apartments to set up an online account (Tenant Portal) to accommodate online rent payments. YES NO

7- New Tenant Change Fee:

There is a \$50 processing fee for any assignment or sub-lease. \$50 fee to be paid by _____ [Original Tenant or Subtenant]

REQUIRED SIGNATURES

Original Tenant's Name Printed _____

Signature of Original Tenant _____ Date: _____

Name of Subtenant's Name Printed _____

Signature of Subtenant _____ Date: _____

Subtenant Cell# _____ Subtenant Email _____

Permanent, Parent or Emergency Contact Person Name _____

Contact's Phone # _____

Contact's Email _____

Contact's Address _____

If applicable (Roommates):

Signature of other Tenant _____ Date: _____

Signature of other Tenant _____ Date: _____

Signature of other Tenant _____ Date: _____

Signature of Landlord _____ Date: _____