



# **SUBLEASING PACKET FOR SHALINAHOMES UWRENTALHOMES.COM**

shalinahomes@yahoo.com

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## **The Process**

1. Read Subleasing FAQ's on this website.
2. Provide a letter of intent to sublease.
3. Complete the Application Form and the Sublease Form.
4. Sublessee completes both forms.
5. Sublessee and Subletter pay a fee of \$30.00 each.
6. All Tenants in the household must give written approval.
7. Management reserves the right to decide on the application upon submission.
8. Download your forms. This Subleasing Packet contains:
  - **Letter of Intent to Sublet**
  - **Application To Rent for Sublessee**
  - **Sublease**

## Sample: Notice of Intent to Sublet

Your Name

Current Address of Your Apartment, unit ###

City, State, Zip Code

Date

Landlord Or Apartment Company's Name

Address as Printed on Your Lease

City, State, Zip Code

### **Re: Notice of Intent to Sublet**

Dear [Landlord's Name]:

I currently live at [address with unit number]. We signed our lease [XX] months ago and there are [XX] months remaining.

In light of [your reason for wanting to sublease – a family situation involving an illness, a wonderful educational opportunity that involves travel abroad, etc.], I would very much like your permission to sublet my apartment during the period from [start date] through [end date].

I have already found a wonderful candidate for the sublet. [Name of person] is a [fill in details here. For instance: current graduate student in the Engineering School at the University of Central Florida. She has excellent references. You will find them attached, along with a copy of her credit report. She will be happy to furnish any other necessary information.]

I will remain responsible for paying the rent and fulfilling all the other terms of the lease. I will be responsible to collect the rent from the sublessee on my behalf.

Thank you so much for your consideration. I look forward to hearing from you so that we may discuss further.

Sincerely,

[Your name]

[Email]

[Phone]

Shela: (206) 822-8331  
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## APPLICATION TO RENT

Premises at: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

### PERSONAL DATA

Full Name	Date of Birth	Social Security No	
Email Address	Are you FR,SO,JU, SR,Grad	Drivers Lic. No.	
Present Address	Present Phone	Amt. of Rent	Why Leaving?
How long at present address	Landlord or Agent	Phone	
Previous Address			
How long at previous address	Landlord or Agent	Phone	
How will you pay your rent? Parent – provide written verification & submit with application	Employment – Provide W2 & submit with application	Financial aid / Scholarship Provide statements and award letter & submit With application	
_____	_____	_____	
Father's Name	Phone Number	Email Address	
_____	_____	_____	
Mother's Name	Phone Number	Email Address	
_____	_____	_____	

	PRESENT OCCUPATION	PRIOR OCCUPATION
Occupation		
Employer / Phone #		
Business Address		
Business Phone		
Position Held		
How Long		
Monthly Income		

### REFERENCES

EMERGENCY, contact	Address	Phone	City	Relationship

Have you ever filed a petition in bankruptcy? \_\_\_\_\_ Have you ever been convicted from any tenancy? \_\_\_\_\_  
 Have you ever willfully & intentionally refused to pay any rent when due? \_\_\_\_\_  
 I hereby make application for an apartment & certify that this information is correct. I authorize you to contact the Credit Bureau and/or any reference that I have listed.

I AGREE THAT LANDLORD MAY TERMINATE ANY AGREEMENT ENTERED INTO IN RELIANCE ON ANY MISSTATEMENT MADE ABOVE.

\_\_\_\_\_  
Applicant's Signature/ Date

Tenant App

This is an agreement to sublet real property according to the terms specified below.

## Sublease Form

The sublessor agrees to sublet and the subtenant agrees to take the premises described below. Both parties agree to keep, perform, and fulfill the promises, conditions and agreements expressed below:

The sublessor is (who is moving out) \_\_\_\_\_.

The subtenant is (who is moving in) \_\_\_\_\_.

The location of the premises is (address) \_\_\_\_\_ Unit Number \_\_\_\_\_.

The term of this sublease is (# months) \_\_\_\_\_ beginning (month/day/year) \_\_\_\_\_  
and ending (month/day/year) \_\_\_\_\_.

The rent is \$ \_\_\_\_\_ per month, payable in advance on the \_\_\_\_\_ day of the month,

payable to \_\_\_\_\_

at address \_\_\_\_\_.

- The sublease agreement will terminate on (month/day/year) \_\_\_\_/\_\_\_\_/\_\_\_\_. There shall be no holding over under the terms of this sublease agreement under any circumstances.
- All charges for utilities connected with premises which are to be paid by the sublessor under the master lease shall be paid by the subtenant for the term of this sublease.
- Subtenant agrees to surrender and deliver to the sublessor the premises in as good of condition as they were at the beginning of the term, reasonable wear and tear excepted. The subtenant will be liable to the sublessor for any damages occurring to the premises or the contents thereof or to the building which are done by the sublessee or his/her guests.
- Subtenant agrees to pay to sublessor a deposit of \$ \_\_\_\_\_ to cover damages beyond normal wear and tear, unpaid rent, and unpaid utilities. Sublessor agrees that if the premises and contents thereof are returned to him/her in the same condition as when received by the subtenant, reasonable wear and tear thereof excepted, and if there is no unpaid rent or unpaid utility bills owed by subtenant, s/he will refund to the subtenant \$ \_\_\_\_\_ at the end of the term, or within 30 days thereafter. Any reason for retaining a portion of the deposit shall be explained in writing within 30 days to the subtenants.
- The sublessor will provide the subtenant with a check-in sheet within three (3) days after the time the sublessee takes possession of the unit/premises.
- The sublease agreement incorporates and is subject to the original lease agreement between the sublessor and his lessor, a copy of which is attached hereto, and which is hereby referred to and incorporated as if it were set out here at length. The subtenant agrees to assume all of the obligations and responsibilities of the sublessor under the original lease for the duration of the sublease agreement.
- The words "sublessor" and "subtenant" as used herein include the plural as well as the singular; no regard for gender is intended by the language of this sublease.

• Other terms and conditions \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

• This lease constitutes the sole agreement between the parties and no additions, deletions, or modifications may be accomplished without the written consent of both parties. (Any oral representations made at the time of executing this lease are not legally valid, and therefore, are not binding upon either party.)

• If the subtenant is under 18 years of age, then his/her legal guardian or parent guarantees and agrees to perform all of the terms, covenants and conditions of this sublease by affixing his/her signature.

• Each party signing this sublease acknowledges receipt of a copy thereof.

• This sublease is not binding upon either party unless approved by the landlord as provided below, provided such approval is required by the original lease.

**The parties hereby bind themselves to this agreement by their signatures**

**affixed below on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.**

Sublessor(s)

Subtenant(s)

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

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

*(Parent or guardian for subtenant under 18 years of age.)*

I hereby give my consent as landlord to subletting of the above described premises as set out in this sublease agreement.

Landlord or agent \_\_\_\_\_ Date \_\_\_\_\_

I hereby give my consent as co-renter to the subletting of the above premises

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

Original Lease Attached ___ YES ___ NO
Inventory Check List Attached ___ YES ___ NO