



# SUBLEASE OR LEASE TAKEOVER

*which do I need?*



## SUBLEASE

Appropriate for short-term situations & lease changes, for example:

1. you're away from the apartment over the summer
2. someone will rent out your room while you study abroad
3. or, during your short-term internship

You'll still be a resident on-lease and ultimately responsible if something happens with the sub-tenant, or they stop paying rent, though you would be able to take legal action against them when appropriate.

### What's Required:

Email [info@inntownhomes](mailto:info@inntownhomes) with a completed sublease contract ([here!](#)), a copy of the sub-tenant's ID, and copy in your roommates on the email. We'll add your sub-tenant & the contract to the portal

## LEASE TAKEOVER

Appropriate for longer-term situations & lease changes, for example:

1. you graduated Fall semester and you're not coming back to Columbus
2. you're no longer getting along with your roommates and a replacement resident has been found

You will be removed from the lease agreement and no longer legally responsible for rent.

### What's Required:

Email [info@inntownhomes](mailto:info@inntownhomes) and include contact information for your takeover resident and their cosigner (name, email, cell#) and copy in your roommates on the email. We'll send the takeover resident and their cosigner applications. Once completed, we'll send a new lease agreement to all roomies/cosigners.

### Important note:

These are not interchangeable, so if you have further questions about which option we'd require for your situation, please call the leasing office at (614)294-1684. Inn Town Homes does not find (or assign) sub-tenants or lease replacement residents; that is the responsibility of the resident.