



## **SUBLET GUIDELINE FORM**

I, \_\_\_\_\_, hereby agree to sublet my apartment located at  
(current resident- Original Lessee)  
\_\_\_\_\_ to \_\_\_\_\_.  
(apartment address) (Sub-tenant)

This agreement will begin on \_\_\_\_\_ and will end on \_\_\_\_\_.  
(Month/day/year) (Month/day/year)

The rental amount for the apartment is \$\_\_\_\_\_ per month, which must be paid through  
(amount)  
the AppFolio online portal with all roommates' shares of rent. This can be paid either by the original Lessee or sub-tenant depending on the arrangements you make. The Original Lessee has collected a deposit in the amount of \$\_\_\_\_\_ from the sub-tenant which may be used by the Original Lessee in case of unpaid  
(amount)  
rent or damage to the unit. This deposit is in no way limited to this amount, and if the rent and/or damages exceed this amount, Original Lessee may pursue action in a court of law. The security deposit shall be returned on \_\_\_\_\_, which is the date agreed upon by both parties involved.  
(date)

It is also understood that all residents on-lease agree to the chosen sub-tenant and the arrangements that have been made. A copy of the sub-tenant's driver's license or photo ID must accompany this form.

**\*Parking must be worked out with the person you are subleasing from. If they have a pass, they can transfer it to you. We do not have additional parking to sell.**

**\*In most cases, water is the only utility included in rent. Please work utility payments out with the person you are subleasing from.**

X \_\_\_\_\_  
(Sub-tenant Signature & Printed Name) (date)

Sub-tenant email: \_\_\_\_\_ Sub-tenant phone #: \_\_\_\_\_

X \_\_\_\_\_  
(Original Lessee Signature & Printed Name) (date)

X \_\_\_\_\_  
(Optional Sub-tenant Cosigner Signature & Printed Name) (date)

X \_\_\_\_\_  
(LESSOR – Agent, INN TOWN HOMES ) (date)