

PROCEDURE FOR A SUBLET

A sublet is when a resident of an unit wishes to sublet his space in the apartment for one or more terms. The sublet agreement does not release any of the original tenants of their responsibilities of said lease. If the sublet tenant(s) should damage the rental unit, all of the original tenants are still totally responsible for said damages. Any adjustment for damages shall be negotiated between the sublet and original tenants. If the rent is not paid in full, both the original and sublet tenants are responsible.

The rights related to the security deposit shall remain with the original tenant(s) since no transfer of security deposit is required under the sublet agreement.

Continental Real Estate Management, Inc. does not do an inspection of the rental unit on a sublet. We do not clean or paint prior to sublet tenants moving in. It is the responsibility of the original tenants to leave the unit in good condition for the sublet tenants.

1. The original tenant must sign the sublet form giving permission to allow the sublet tenant to occupy the unit; all other original tenants must sign whether or not they are subletting their space on the lease.
2. An application must be completed by each sublet tenant. If the sublet tenant is not full time employed (40 hours per week), then a guaranty must be signed by their parents, guardian, or someone that is full time employed. If the sublet tenant is full time employed, then a credit check must be done.
3. All outstanding balances for the rental unit must be paid in full before the sublet agreement will be approved.
4. Application fees, credit report fees (if applicable), and sublet fee must be paid upon submitting the sublet paperwork.
5. **KEYS:** Keys must be exchanged between the original tenants and sublet tenants.
6. **PARKING STICKERS:** Parking stickers must be exchanged between the sublet tenant and original tenant. The office **WILL NOT** issue a new parking sticker to the sublet tenant without the old sticker.



CONTINENTAL REAL ESTATE MANAGEMENT, INC.
300 S. Allen Street, State College, PA 16801 Phone: 814-238-1598
AGREEMENT TO SUBLET

Date: _____

Sublet Fee: \$150.00

I/We _____
(original tenants)

agree to sublet my rights and responsibilities related to unit number _____

at _____ for the term

of _____ to the following:

(sublet tenants)

I/We understand the following conditions:

1. The original tenants do hereby grant to the sublet tenant(s) their rights and responsibilities related to the rental unit listed above for the term above.
2. The terms and conditions as set forth in the original lease dated _____, have been agreed to by the sublet tenants.
3. The original tenants remain ultimately responsible for any and all sums owed to lessor by the sublet tenant.
4. The rights to the security deposit shall remain with the original tenant(s). Any damages caused by the sublet tenant will be deducted from this security deposit.
5. Continental Real Estate Management, Inc. neither paints nor cleans between original tenants and sublet tenants. It is the responsibility of the original tenant(s) to leave the unit in good condition for the sublet tenant.

In witness whereof, the parties hereto, intending to be legally bound hereby, have caused this agreement to be duly executed the day and year first written above.

Sublet Tenant

Original Tenant

Sublet Tenant

Original Tenant

Sublet Tenant

Original Tenant

Sublet Tenant

Original Tenant