

# SUBLET AGREEMENT

**SUBLETTING:** You are requesting permission from the Landlord to sublet your apartment to the undersigned potential subtenant. A completed application from the subtenant and sublet fee must accompany this request. If granted, the sub-tenant must finalize the agreement in our offices **prior to the start** of the sublet timeline. Any agreement not finalized in our office will be deemed a violation of the original lease agreement and the occupants will be subject to eviction.

**SUBLET:** It is mutually agreed between tenant \_\_\_\_\_  
(current tenant)

and Sub-Tenant \_\_\_\_\_  
(sub-tenant) that all rights and duties described

below and detailed in the original lease shall be transferred to sub-tenant for the term of the sublet agreement specified below. This Addendum is incorporated into the rental agreement and made part hereof.

Address: \_\_\_\_\_.

Term of original lease: \_\_\_\_\_ to \_\_\_\_\_ at noon.  
(M/D/Y) (M/D/Y)

Term of sublet agreement: \_\_\_\_\_ to \_\_\_\_\_ at noon.  
(M/D/Y) (M/D/Y)

## SUBLET FEE:

The sublet fee is **\$100.00** per applicant payable at the time of application. A sublet fee will be assessed for processing applications, lease and sub-lease review, and record keeping. This fee is due and payable by the tenant before processing.

## PAYMENT OF RENT:

Rent is payable to Landlord, as specified in original lease. There are no exceptions to this policy. Sub-tenant pays rent to the Landlord directly. **NO EXCEPTIONS.**

MONTH	SUB-TENANT PAYMENT	TENANT(S) PAYMENT	TOTAL RENT
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## UTILITIES:

Utility charges are to be paid by: \_\_\_\_\_ tenant \_\_\_\_\_ sub-tenant (check one).

## FURNITURE:

Any furniture provided by the Landlord at the beginning of the original lease must be left in the unit for the term of the lease. If furniture is damaged by improper storage by Tenant or Sub-Tenant, the damages will be deducted from the original security deposit.

## KEYS:

Tenant will give Sub-Tenant keys. Keys may be transferred through the office only during regular office hours.

**RULES AND REGULATIONS:**

Sub-Tenant is subject to all rules and regulations as Tenant.

**CONSENT OF ALL ROOMMATES:**

All roommates must sign below to grant permission to sublet to Sub-Tenant.

**CHECK-IN AND CHECK-OUT:**

It is recommended that Tenant and Sub-Tenant go over the apartment together and document the condition of the apartment at the time of sublet. Particular attention should be paid to the cleanliness of the apartment. We expect the apartment to be clean at the end of the lease term.

Tenant \_\_\_ will \_\_\_ will not (check one) be present for check-out appointment.

**SECURITY DEPOSIT:**

The Sub-Tenant will pay a security deposit to Tenant in the amount of \$\_\_\_\_\_. (NOTE: In the city of Madison, no one party can require a security deposit in excess of one month of rent.) This amount is refundable by the tenant to the sub-tenant.

**Contact Information**

\_\_\_\_\_  
Tenant's Permanent Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Sub-Tenant's Permanent Address

\_\_\_\_\_  
Phone Number

**LIABILITY:**

Permission to sublease shall in no way relieve Tenant of Tenant's liability under the lease. Sub-tenant(s) will be bound by the Sublet Agreement and all terms of the original rental agreement and addenda.

\_\_\_\_\_  
(signature of tenant) (date)

\_\_\_\_\_  
(signature of roommate) (date)

\_\_\_\_\_  
(signature of sub-tenant) (date)

\_\_\_\_\_  
(signature of roommate) (date)

\_\_\_\_\_  
(signature of roommate) (date)

\_\_\_\_\_  
(signature of roommate) (date)

**To be completed in office:**

The Sub-Tenant acknowledges receipt of the original lease and agrees to be bound by the terms of the original lease consistent with this sublet agreement.

The lease and addendum to the lease and the smoke detector ordinance were

reviewed in the rental office on \_\_\_\_\_ by \_\_\_\_\_.  
(M/D/Y) (signature of sub-tenant)

\_\_\_\_\_  
(signature of Landlord/Agent) (date)