



# Sublet Request

**A \$100 prepaid non-refundable sublet fee must accompany this request**

## Tenant Information

Tenant Name:		
Rental Address:	Apt #	Bed #
Reason for Sublet:		

## Tenant Contact Information During Sublease Period

Address:		
City:	State:	Zip:
Phone #:	E-Mail:	

## Subtenant Information

Subtenant Name:	
Phone #:	E-Mail:

## Sublet Terms

Start Date:	End Date:	<i>(if different than original lease end date)</i>
Rent Rate:	Prorate first month rent? Yes or No	Prorate last month rent? Yes or No
Parent/Guaranty Agreement Required? Yes or No		<i>(if no, management approval is needed)</i>
Security Deposit Required? Yes or No	Amount: <i>(not to exceed 1.5 times rent rate)</i>	
IMPORTANT NOTE: If yes, Original Tenant must hold said security deposit and shall be required to follow all security deposit laws accordingly as set by the State of Michigan		
Pet? Yes or No	Type:	Breed:

Additional terms? If yes, please explain:
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**By signing below I, the above named Tenant, am requesting to sublet my leased premise space as described above and as such I understand and agree to the following conditions:**

- My rental account must be currently in order and have a \$0.00 balance.
- A sublet fee of \$100.00 MUST accompany this request. Sublet fee is non-refundable and non-transferable.
- This is in no way a Sublet Agreement no in no way an approval of Subtenant. Upon receipt of the above financial requirements, Landlord will provide all necessary agreements/applications/addendums/disclosures/etc to both Tenant and Subtenant.
- All prospective Subtenants must submit an application and guaranty agreement. I further understand that Landlord will use the application information strictly for personal information. Should Tenant wish to run a thorough credit/criminal/employment check, he/she must contact Landlord for further instructions of such.
- A scheduled meet and greet between Subtenant and Co-Tenants must take place prior to submitting the Sublet Agreement provided by Landlord.
- I, along with my Guarantor, shall remain fully responsible for all terms of the original lease agreement including but not limited to damages, payment of rents, late fees, utilities, etc.
- I agree to thoroughly clean my leased space prior to Subtenant taking occupancy.
- The security deposit paid by Tenant shall continue to be held by Landlord of the entire term of the Lease.
- I shall not grant occupancy to Subtenant prior to final approval by Landlord with an executed Sublet Agreement.
- I further attest that I have received and read the Sublet Overview as provided by Landlord.

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Date