

Arbor Maintenance, Inc. Sublease Information

1. Once you have found a subtenant, he or she will need to fill out an online application. Applications can be found [here](#). On their application, the prospective subtenant must list that they are a subtenant and list the unit number they are applying for.
2. As tenants on the lease, it is ultimately up to you to decide whether or not to move forward with an applicant on account of credit.
3. Fill out the attached document (sublease agreement) with your subtenant and sign at the bottom. The sublease agreement can be found at the bottom of this page.

Return the sublease document to us via email at ami@arbormaintenanceinc.com.

4. There will be a \$50.00 administrative fee for processing the sublease.

Plan Ahead with Roommates: If there are two or more people on the original lease, discuss and agree upon the subletting arrangement well before the subleases are to take effect. Items to consider:

- Each tenant should agree to the new subtenant.
- Tenants should decide which room the subtenant will live in before the subtenant moves in.
- Tenants should determine who will hold the security deposit from the subtenant.
- Tenants should determine how the subtenant will pay rent and utility bills.
 - Will the original tenant continue to pay rent and utility bills and the subtenant then pay the original tenant?
 - Will the subtenant turn in their own rent check and pay for their own portion of the utility bills?

Once these items have been determined, *each* tenant will need to email management (ami@arbormaintenanceinc.com) separately letting management know who the new subtenant is and that it has been okayed by the tenant.

It is in the best interest of all the original tenants to cooperate in the effort to find and agree upon subtenants, even if only some of the original group is leaving. The original lease probably has a “joint and several” clause. This means any original tenant can be liable for unpaid rent that accrues because any other can’t find a subtenant.

Your potential subtenant will undoubtedly want to see the unit and meet the other people who will be living there. When you show the place, be careful not to misrepresent it. Let the person know which things (and which people) stay and which

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go. Don't lie about or hide the shortcomings of the apartment, or you may have problems later.

At the same time, you will want to check references of the potential subtenant. After all, you might be better off losing money on an empty place than leasing it to someone with a history of trashing places.