

SUBLEASE CONDITIONS

According to the terms of your lease, you are responsible for rent and utilities until the expiration of the lease.

You may sublease (assign the liability) the unit, with our approval. You will be released only when the following conditions are met:

- Sublease agreement has been signed.
- An application and deposit must be received in our office from prospective resident(s). You will be released of your obligations only when the lease has been signed by Management.
- Keys will be given out to the new Resident by the office only after an inspection of the unit has been made and the unit is ready.
- You will need to schedule an inspection of the unit at least one week in advance. For the inspection, the unit must be empty of all personal belongings and it must be clean. (Carpets must be professionally shampooed. If carpets are not cleaned you will be charged for the cost of cleaning plus \$100). **NO RUG DOCTORS.** Keys are to be returned at that time. **DO NOT GIVE KEYS TO THE NEW TENANT.** If all keys are not returned a lock change will be made and charged against your deposit.
- The new Resident will be required to deposit with Wessex an amount equal to either one months rent, or in the event no verifiable rental history is available, amount equal to two months rent.
- Your deposit will be refunded within 30 days of the expiration of your lease. Your forwarding address must be left with the office. All utilities shall remain in your name until the unit is taken over by the new Resident(s).

=====

NOTICE OF INTENT TO SUBLEASE

Date: _____

You are hereby advised that the undersigned will vacate _____

Address

On _____.

Date

The date given is a definite date. I will return all keys to Wessex on or before the above vacating date. I authorize the release of keys after that date. An inspection should be scheduled before the given date. I understand that the giving of this notice does not release me of any liability that I may have under my present rental agreement until all sublease conditions have been satisfied. I agree to pay the sublease fee of \$100 once my unit has been re-rented (sublet).

Resident

Resident

Resident

Phone Number

=====

EMPLOYMENT AGREEMENT

OPTIONAL

According to the terms of your lease, you are responsible for rent and utilities until the expiration of the lease. Should you need to vacate before the expiration of the lease, the following is available to you:

With the signature below you are employing Wessex to sublease your apartment. The fee, \$250.00 is due and payable when the unit is re-rented. **We at no time guarantee the re-rental. You will be released of all obligations only when the unit is re-rented.** Wessex employees have the right to enter the unit at reasonable times and with notice to show the unit.

I have read and understand the above procedure for re-renting my unit. I understand that I am not being released of any obligation until such time that the unit is re-rented. Until such time, I am responsible for the rent and utilities for the unit.

Resident

Resident

Resident

Phone Number