



SUBLEASE AGREEMENT

According to the terms of your lease, you are responsible for rent and utilities until the expiration of the lease. Expiration date of the lease is subject to when the unit is re-rented.

You may sublease (assign the liability) the unit, with our approval. The following are conditions of the sublease process:

- Sublease agreement has been signed.
- An application and deposit must be received in our office from prospective resident(s). A lease is signed by prospective resident (s) and Management. Only when the lease is signed by all parties, will you be notified that you are released of all future liability of your rental agreement.
- You will need to schedule a move-out inspection of the unit. For the inspection, the unit must be empty of all personal belongings and it must be clean.
- Your carpets were clean prior to your move-in date. You are required to leave them in the same condition, less than normal wear and tear. A receipt for carpet cleaning using the extraction method, shown at the time of your move-out inspection, would meet that obligation. Keys are to be returned at that time. If all keys are not returned a lock change will be made and charged against your deposit.
- Possession of the unit will be given to the prospective resident (s) only by Wessex staff, when the keys have been turned in and unit has been made ready (please allow at least 7 business days for the unit to be made ready). **DO NOT GIVE KEYS TO THE NEW RESIDENT.**
- 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 and insurance shall remain in your name until the unit is taken over by the new Resident(s).
Partial-month leases are typed for terms beginning on the first day of any month. You are responsible for paying the full month. Pro-rated rent collected for that month from the new resident will be credited to you on your deposit return.

NOTICE OF INTENT TO SUBLEASE

Date: _____

You are hereby advised that the undersigned will vacate _____
Address

On _____, The date given is a definite date. I will return all keys to **Wessex Apartments** on or before the
above
Date

vacating date. I authorize the release of keys after that date. An inspection should be scheduled on or 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.

ACTING AS YOUR OWN AGENT

I agree to pay the sublease fee of \$100 once my unit has been re-rented (sublet), if I shall act as my own agent. I understand that I may opt for this fee to be deducted from (if any) deposit refund that I may receive.

With my signature, I am confirming that I have read and understand the above procedure for re-renting my unit, as well as any other process that may be mentioned to me at inquiry or confirmation of subleasing. 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 (Print Name)

Signature

Resident (Print Name)

Signature

EMPLOYMENT AGREEMENT - OPTIONAL

I understand that \$250.00 is due and payable when the unit is re-rented. I understand that I may opt for this fee to be deducted from (if any) deposit refund that I may receive. **We at no time guarantee the re-rental. You will be released of all obligations only when the unit is re-rented. Wessex Apartments** employees have the right to enter the unit at reasonable times and with notice to show the unit.

With my signature, I am confirming that I have read and understand the above procedure for re-renting my unit, as well as any other process that may be mentioned to me at inquiry or confirmation of subleasing. Further, I am employing Wessex Apartments to sublease my apartment. 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 (Print Name)

Signature

Resident (Print Name)

Signature