Tenant's Request To Sublet Rental Unit

Tenant(s) have requested to sublet their rental unit as follows:

Address:_____

Sublet Dates: FROM _____THRU _____

Monthly Rent Amount Per Lease: _____

Name(s) On The Lease: _____

Southgate Property Management is not responsible for subletting your unit. It is the tenant's responsibility to find someone to take over their lease. This includes, but not limited to, advertising and showing the unit.

1. Tenant will pay a sublet fee of $250 for the landlord's handling of the application process and preparation of the assignment documents. _____

2. Tenant will continue to be responsible for full rents and utilities under the existing lease until a subleasee is found. Tenant cannot use their security deposit towards rent, nor can they leave their deposit for the subleasee. The security deposit will be held by SouthGate Property Management until the expiration of lease. The security deposit disposition will be made within 30 days after the expiration of lease. _____

3. All prospective sublet tenants must complete the application process and be approved by SouthGate Property Management. _____

4. If and when a successful sublet is made SouthGate Property Management will sign a lease with the new tenant. This will not eliminate present tenants' responsibility for any damages which might be incurred during the sublet period or for loss of rent if sublet tenants moves out or fails to pay rent. _____

5. Tenants are required to have a check out scheduled and completed with SouthGate Property Management at least 4 days before the new tenant is moving in. If a checkout is not scheduled by the tenants, there will be a $75 fine. _____

6. SouthGate Property Management may need more time to prepare the unit depending on its condition at checkout. SouthGate Property Management reserves the right to determine move in dates for the new tenants if more than 4 days are needed to get the property ready. SouthGate Property Management does NOT work on evenings, holidays or weekends. _____

7. Tenants are required to keep the office updated with their new address and telephone number. This information will also be used to provide contact numbers for prospective tenants. Please let the office know if any of the following information should NOT be provided to prospective tenants.

   Home Number _____

   Cell Number _____

   Daytime Contact Number _____

   Nighttime Contact Number _____

   New Address _____

   *If you do not know your new address/phone you have 7 Days to let SouthGate Property Management know.

_____ _____

SouthGate Management Date

_____

_____

_____

_____

Tenant(s) Date