



# Sublease Agreement

According to the terms of your lease, you are responsible for rent and utilities until the expiration of the lease. This form shall be considered an extension of the lease agreement and as a means to document all transactions regarding subleasing between parties. You may sublease the apartment, **with our approval**. If you are subleasing one room of a dwelling you will still be held jointly responsible with current tenants and subtenants. All deposits shall be refunded at the end of the lease agreement after a final check-out inspection is done. Individual room inspections are not allowed. You will be released from the entire lease agreement only when the entire dwelling is sublet. The following conditions must be met:

- Sublease agreement has been signed and sublease fee paid.
- A rental application, deposit and appropriate ID must be received in our office from prospective tenant(s). You will be released of your obligations only when the lease (not the application) has been signed.
- Deposit Requirements-The new tenant will be required to deposit with Total Property Management an amount equal to either one month's rent, or in the event no verifiable in-state rental history is available, amount equal to two month's rent or approved co-signor.
- An inspection is set-up with Total Property Management. Inspections may be made during the following times: Monday thru Friday 9:00 a.m. to 4:30 p.m. You must set up your inspection a minimum of 5 days in advance (for subleasing only). For the inspection, the unit must be empty of all personal belongings and it must be clean. Your carpets need to be professionally steam-cleaned using the extraction method prior to the inspection (a minimum of two hours is needed from the start of the carpet cleaning to the inspection time) and a receipt turned in at the inspection. **NO RUG DOCTORS**. All keys are to be turned in at time of final inspection. **DO NOT GIVE KEYS TO THE NEW TENANT**. If all keys are not returned at time of inspection a lock change will be made and charged against your deposit.

## NOTICE OF INTENT TO SUBLEASE

Dear Total Property Management:

Date: \_\_\_\_\_

You are hereby advised that the undersigned will vacate (**address**) \_\_\_\_\_ (**unit #**) \_\_\_\_\_ (**date**) \_\_\_\_\_, 20\_\_\_\_. The date given is a definite vacating date. An inspection shall be set on or before the given date and keys returned for an entire dwelling sublease. I authorize the release of keys after that date. For a partial (room) sublease no inspection will be done and keys shall be given to the new tenant by the current tenant. I agree to pay the sublease fee and 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.

Current Resident: (Print) \_\_\_\_\_ (Sign) \_\_\_\_\_

Current Resident: (Print) \_\_\_\_\_ (Sign) \_\_\_\_\_

## SUBLEASE TERMS

The term of this sublease begins \_\_\_\_\_, and ending on \_\_\_\_\_. There shall be no holding over under the terms of this sublease agreement under any circumstances. Rent is payable in advance on the first day of the month and is \$ \_\_\_\_\_. Rent is payable to \_\_\_\_\_ at Total Property Management. Prospective tenant(s) shall pay a security deposit of \$ \_\_\_\_\_. The sublease agreement incorporates and is subject to the original lease agreement between the sublessor and his lessor, and which is hereby referred to and incorporated as if it were set out here at length. The new tenant agrees to assume all of the obligations and responsibilities of the sublessor under the original lease for the duration of the sublease agreement. This agreement shall be governed, construed and interpreted by, through and under the Laws of the State of Iowa. This sublease is not binding upon either party unless approved by the landlord as provided below, provided such approval is required by the original lease as well as any roommates approval. The parties hereby bind themselves to this agreement by their signatures affixed below on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Current Resident: (Print) \_\_\_\_\_ (Sign) \_\_\_\_\_

Sublessor (New Resident): (Print) \_\_\_\_\_ (Sign) \_\_\_\_\_

Roommates: (Sign) \_\_\_\_\_

Landlord: (Sign) \_\_\_\_\_

Incentives and/or Special Circumstances:

---

---

---

---

---

---

---

---

Move-Out Special Instructions:

---

---

---

---

---

---

---

---