

## **J. Michael Real Estate Sublet Guidelines & Recommendations**

### **No Sublet Fee:**

- Tenant acts as Landlord in the event of sublet
- We do not provide a sublessee
- We do not get involved in condition of apartment upon beginning/termination of sublet
- We do not inspect the unit
- We do not get involved in rent or security deposit conflicts
- If furniture requests are made, they will be performed at tenant charge

### **Landlord Requirements:**

- Landlord must be provided with the following:
  - 1) Sublet agreement signed by all parties on original lease as well as sublessee
  - 2) There should be one (1) sublet agreement per sublessee
  - 3) Telephone number(s) and email addresses of sublessee

### **Rent Payments:**

- You continue to pay us the rent; your sublessee pays you.
- We will not accept rent from a sublessee

### **Security Deposit:**

- We continue to hold your deposit
- You hold the sublessee's deposit

### **Utilities:**

- Utilities are not to be turned off at any time during the term of the lease
- Tenants need to provide sublessee with information regarding utilities if sublessee is to be responsible for the utilities

### **Recommendations:**

- Obtain a security deposit
- Obtain parent information and discuss terms with them
- Perform & document apartment condition walk-through with sublessee
- If possible, collect rent for term of sublet upfront