



505 N. Carroll St., Suite #1
P.O. Box 512
Madison, WI 53701-0512
(608)255-8633
(608)255-7509 Fax

Subletting Procedures

Dear Residents:

The following is information to assist you when subletting your apartment. **Take into consideration that you, the original Lessee, remain responsible to the Lessor for all of the obligations contained in your Lease Agreement.** That means that you are responsible for the rent that is due and for any and all damages to the premises when occupied by your sublessee. So, choose wisely when agreeing to sublet. Try to organize your sublet as follows:

1. NOTIFY MANAGEMENT OF YOUR INTENT TO SUBLET

We will try to assist you by giving your current phone number to interested prospective Sublessees. Make sure we have your current phone number. We will not show the apartment for you. **YOU ARE RESPONSIBLE TO SHOW THE APARTMENT.**

2. ADVERTISING

Newspapers, flyers, bulletin boards and other forms of communication are a few of the ways to reach potential Sublessees. Another suggestion would be to inform friends, classmates, and roommates, of your intent to sublet. **WORD OF MOUTH TRAVELS FAST AND IS INEXPENSIVE.**

3. APPLICATION FORMS

After you have found a potential Sublessee with whom you are comfortable, have them fill out application forms, which are available in our office. The application forms should be filed with us together with the processing fee of \$100. You should keep a copy for your use. Allow at least 24 hours for the office staff to obtain credit and housing references.

4. SUBLET AGREEMENTS SHOULD BE MADE BY ALL INVOLVED INDIVIDUALS.

All involved individuals, the original lessee as well as all the Sublessees, should understand the terms of their Sublet Agreement. After everyone involved understands and agrees to be bound by the agreement, complete a written Sublet Agreement and call our office during office hours to set up an appointment to come in and review it with us. (We have Sublet Agreement Forms available for your use.) All the parties involved should attend the review meeting. All parties, original Lessees and Sublessees, must sign the Sublet Agreement before we consent to the Sublet Agreement.

5. RENT PAYMENTS

a. **Sublets of more than four months:** Any difference between the rent due under the Lease Agreement and the amount the Sublessee has agreed to pay (per the Sublet Agreement) **MUST be paid in full at the time we approve the Sublet Agreement.** The Sublessee will then pay according to their Sublet Agreement; with the difference for the remainder of the lease having already been paid in full.

b. **Sublets of four months or less:** Regardless of what your agreement is with your sublessee, the Sublet Agreement will not be approved unless the entire prorata share of the tenant leaving is paid in full for the remainder of the lease period. (Prorata share would normally represent the amount each individual tenant has agreed to pay toward the group's total rent liability.)

6. SECURITY DEPOSIT

Since the original Lease remains in force until the end of its term, the original security deposit will remain on file with management. We advise you to collect a security deposit from your Sublessee to insure that they carry through on their agreements with you and that they return the premises in good condition. You must return your Sublessee's security deposit to them at the end of the sublet term in accordance with your agreement and in compliance with all applicable ordinances and other laws. An alternative in handling the security deposit issue is to get a security deposit from your Sublessee and designate them as the person(s) to whom your security deposit should be returned (less any deductions for damage, etc.) The appropriate designation forms are available in our office. **WE ARE NOT RESPONSIBLE FOR NOR WILL WE GET INVOLVED IN ATTEMPTING TO SETTLE ANY DISAGREEMENTS OR DISPUTES BETWEEN THE LESSEE AND THEIR SUBLESSEE!**

7. SUBLET PROCESSING FEE

There is a sublet processing fee of \$100.00 (see Addendum "General" #7). The sublet processing fee **MUST** be paid at the time that you submit the application forms.

8. CONDITION OF THE RENTAL UNIT

The management will do its checkout form at the end of the lease term. The Lessee and the Sublessee should inspect the unit closely before or at the time the Sublessee moves in so that there is no dispute as to the condition of the premises at that time. We will deduct for damages from the security deposit we have on file. We recommend the use of the Check In/Check Out forms, which we will provide upon request.

9. TRANSFER OF KEYS

The Lessee and Sublessee should make particular and special arrangements to transfer all keys. If Lessee does not deliver apartment keys to the Sublessee, under most circumstances, we will be required to rekey the locks and charge that expense against the original security deposit.

PLEASE NOTE: Arranging your own sublet without the approval of management is considered a breach of your Lease Agreement and an eviction may result. The original Lessee still remains responsible for all of the obligations of the original Lease Agreement, regardless of the agreement you may reach with a Sublessee.

CHT APARTMENT RENTALS, LLC, 505 NORTH CARROLL STREET, MADISON, WISCONSIN, 53703

Managing Agent: Marlene Korb

Office hours 9AM - 5PM Monday - Friday 10AM - 4PM Saturday CLOSED Sundays and Holidays

Office Telephone - (608)255-8633 Fax - (608)255-7509



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LESSEES INTEND TO SUBLET

We, the residents of _____ Apt. # _____,
have received the *Subletting Procedures* document and have all agreed to begin the sublet
process. We mutually give our approval and consent to sublet to the individual(s)
_____ from the date
_____ through _____. We understand that there is at least a
minimum sublet fee of \$100.00 and that a separate **Sublet Agreement** must be created and
signed by all parties for the sublet to be complete.

_____ Lessee	_____ Date
_____ Lessee	_____ Date
_____ Lessee	_____ Date
_____ Lessee	_____ Date
_____ Lessee	_____ Date
_____ Lessee	_____ Date
_____ Lessee	_____ Date