HOW TO SUBLEASE…

1. MAKE OTHERS AWARE!!!! Tell your roommates**, friends, and members of organizations you belong to... They are the best resource for finding a replacement. **You will need your roommates to sign / agree to the Sublease, so make sure they are aware!
2. ADVERTISE!!!! Online (One Start, Craigslist, subleasemarket.com), Newspaper (IDS, Herald Times), and the sublease book in the leasing office.
3. Review the Sublease packet under the "RESIDENTS" link at www.TenthAndCollege.com
4. ***WHEN READY TO SIGN THE SUBLEASE – RETURN YOUR COMPLETED SUBLEASE QUESTIONNAIRE AT LEAST 1 WEEK PRIOR TO THE START OF THE SUBLEASE.***
5. All sublease paperwork can be signed and emailed to ***info@tenthandcollege.com*** or faxed to ***812-334-2507***.
   a. We accept EXACT cash, check, money order, credit card or ACH for all monies due
   b. Please call **at least 2 days in advance** to schedule an appointment to sign the sublease

SIGNING THE SUBLEASE…

1. All Sublease paperwork must be filled out and signed by all parties – Sublessee, Sublessor & any Roommates
2. There is a Sublease Agreement for **each** Sublessee.
3. ***The Sublessor's account must be current – with a $Zero balance***
4. All Sublease monies due must be paid, including:
   a. Sublease fee – *Payable to: Cedarview Mgt* (See Section 1.20 of your Lease)
   b. Sublessee's **$400 security deposit** (unless Cedarview requires addtnl) – *Payable to: Cedarview Mgt*
   c. Sublessee's first installment – *Payable to: Cedarview Mgt*
5. Sublessee's *Guaranty* form must be turned in. The Guarantor is usually a parent or guardian and must be in the US
6. Decide who will have the utilities in their name and place service into that name as of the Sublease start date.
7. Cedarview Management has the right to NOT approve a Sublease. Typical situations when a Sublease will not be approved could include:
   a. Insufficient rent being paid by Subtenant (the greater of 50% or $400 of the Sublessor's monthly rent)
   b. Subtenant having a past balance with Cedarview Management or other factors as determined by their rental application
8. The Sublessor's keys must turned into the office prior to the Sublessee's move in date or a fee will be charged.
9. A move-in appointment / inspection for the Sublessee must be scheduled by calling 812.339.8777 at least two **days in advance**
10. PrePaid rent by original Tenant *may* be eligible for an 80% refund once all Sublease documents have been executed. This is at Landlord's discretion and the original Tenant's account cannot have had any late / NSF payments.

REQUIRED FROM SUBLESSEE BEFORE MOVE IN…

- € Application
- € Copy of Drivers License or Passport
- € Security Deposit
- € First Installment of all applicable fees (rent, water, parking, club package, sublease fee)
- € Sublease Agreement
- € Lease Guaranty *(Guarantor must reside in US)*
- € ACH Rent Deduction Form
- € Security Deposit Agreement
- € Rules and Regulations & Clubhouse/ Pool/ Fitness Center Rules (*when applicable)*
- € City of Bloomington "Rights & Responsibilities" form
- € City of Bloomington "Occupancy Affidavit *(when applicable)*
- € Lead Based Paint Disclosure *(when applicable)*
- € Utility Account Info (*when applicable)*

Please note, BOTH the Sublessor and Sublessee are required to make their rent payments to Cedarview Management via LANDLORD-INITIATED ACH deduction!

601 N. College Avenue, Suite 1A – Bloomington, IN 47404
812.339.8777 Tel – 812.334.2507 Fax - Info@TenthAndCollege.com

Sublease Questionnaire – Complete When You Have A SubTenant

1. Who are you, aka the "Sublessor"

   Name: _____

   Building: _____ Apt #: _____

2. Who will be subleasing from you, aka the "Sublessee"?

   Name: _____ Cell: _____

   Email: _____

3. What date will the Sublessee Move In? _____

4. What date will the Sublessee Move Out? _____

5. How many months** will the Sublessee be staying in your apartment/house? _____
   ***Must be for a minimum of 3 months and/or coincide with a full term [Fall, Spring, Summer] of Indiana University*

6. How much is the Monthly Rent you are asking from the Sublessee? $ _____

7. Do you have a parking space the Subtenant will be using? ☐YES or ☐NO
   If Yes, what is the parking space #? _____

8. Will you require the Sublessee to have utilities in their name? ☐YES or ☐NO
   If Yes, circle *all* that apply: ☐ELECTRIC ☐WATER/SEWER ☐GAS ☐TRASH

9. Who will be paying the Sublet Fee indicated in your lease (Refer to Section 1.20 of the Lease).
   ☐**Myself (current resident)** ☐**Sublessee** *OR* ☐**Equally Split by both**

10. Anything else we need to know? _____

Please return this completed form to the leasing office.
We will email both you and the Sublessee with the Sublease Agreement and supplementary paperwork.

Thank you,

Cedarview Management

601 N. College Ave. Ste # 1 - Bloomington, IN 47404
812.339.8777 Tel - 812.334.2507 Fax - info@tenthandcollege.com