

INTENT TO SUBLET/RE-LET

ALL Lessees will permanently vacate the unit and lease will be transferred

Original Lessee(s): _____

Address/Unit: _____

Current Monthly Rent: _____ Lease End Date: _____

Projected Start Date of Sublet/Relet: _____

Lessee(s) is responsible for monthly rental payments until a sublessee's application(s) has been approved by management. Lessee(s) must find own replacement tenants/sublessees and will only be released from the original terms of the existing lease agreement when the following terms have been satisfied:

1. Each sublessee must complete an apartment application, which must be approved by Lessor/Management (applications can be found on website);
2. Each sublessee must pay a \$50.00 application fee (cash, check or money order made payable to *Glascott & Associates*) at the time of application;
3. Each sublessee must pay a \$300.00 move in fee, in lieu of a security deposit. This is NOT a sublet fee; it is the standard move in fee charged to each adult, regardless of length of occupancy. This fee is nonrefundable and non-negotiable.
4. All parties (including Cosigners, if applicable) must sign a Sublet/Transfer of Lease Agreement, which will be provided by management.

Lessee(s) must advertise at their own cost and assume responsibility for showing the apartment to prospective sublessees.

Lessee(s) must complete this form and return to management ASAP. Management will list unit on company website once the form has been returned. *Only Original Lessees should complete this form, NOT the new applicants.*

If Lessee opts to retain the services of a leasing agent/agency, Lessee is solely responsible for payment of the commission, in addition to the monthly rental amount. Lessee shall be contacted directly by prospective sublessees to view the apartment. Lessee must advertise the ORIGINAL terms of the lease, with regards to monthly rental amount and lease termination date.

Lessee(s) are responsible for leaving the unit in move-in condition for the sublessee, meaning all items are removed and the unit is thoroughly cleaned according to a move out checklist which will be provided by management.

Lessee is also responsible for facilitating the move-in and must personally give all keys (including mail keys) to sublessee(s). Management will not get involved in any disputes between Original Lessees and Sublessees/Relets.

By their signatures below, Lessee(s) agree to the terms set forth in this Intent form.

Lessee Date

Lessee Date

Lessee Date

Lessee Date