

RJK PROPERTY MANAGEMENT
SUB-LEASING GUIDELINES

Legally tenants have the right to sub-lease, which involves finding someone to take over the apartment and rent responsibilities for the remainder of the lease. Legally the tenant remains responsible for the rent and the condition of the apartment till the lease expires. As a courtesy to our tenants RJK Property Management completely releases tenants from their responsibilities and writes a new lease for the sub-tenant with the following conditions:

- If the rent is significantly under market it will be adjusted up.
- Lease end dates may be negotiable and will be worked out on an individual basis
- The tenant is responsible for finding a replacement tenant. This includes advertising, showing the apartment, and obtaining the completed applications and application fees.
- Upon receipt of the applications and application fees RJK Property Management will perform credit and reference checks and evaluate them by the same standards applied to a direct rental. The tenant and applicant will be advised within two business days regarding acceptance. The sub-tenant will then have 24 hours from time of notice of acceptance to sign a lease and provide a check for the first month's rent. If this deadline is not met the apartment will be put back on the market.
- RJK Properties does not clean nor paint before sub-tenants move in. Routine maintenance (leaky faucets, slow drains etc.) will be taken care of as with all apartments, but other than that WHAT YOU SEE IS WHAT YOU GET. RJK Property Management does not paint, update nor rehab occupied apartments, so the condition of the apartment will be as-is for any subsequent lease renewals.
- If the sub-tenant agrees to accept walls as painted by the tenant, he / she will be responsible for returning them to the original color at time of move-out.
- Once the apartment is empty, the out-going tenant will meet with the sub-tenant to turn over the keys and inspect the apartment. Using Kathy's Guide to Moving Out the two must come to an agreement as to whether the apartment is in acceptable condition (clean and undamaged) and agree to a monetary exchange if it is not. All issues must be noted on the back of this page and both parties must sign that any issues have been resolved.
- RJK Property Management will take responsibility for all paperwork / forms required by law and company policy. Locks will be changed within five days after the subtenant moves in.
- The sub-tenant must provide proof of renters insurance at the time the locks are changed and the paperwork finalized.

I have read the above and agree to the conditions notes:

Tenant

Date

Sub-tenant

Date

CLEANLINESS:

DAMAGE:

RESOLUTION:

\$_____ PAID BY ___CASH ___CHECK

The charges noted on Kathy's Guide to Moving Out are a reasonable way to determine the monetary exchange for cleaning and / or damage.

By signing below I am stating that all issues regarding the condition of the apartment have been listed and resolved as noted above to my satisfaction.

Sub-tenant

Date