



## Instructions for Sublease Agreement Form

An **example** of a Sublease Agreement is attached to give you a visual. The top of the form is very straightforward (names and address). If your sublease period will **not** start and end on the first &/or last day of the month, feel free to use Specific Provisions to notate any prorations. You'll see in the example that Jane Doe and Adam Smith are both paying for half of August. If this type of situation is applicable to your Sublease Agreement, be sure to write in how much of rent both you and your Sublessee will be responsible for. Other Specific Provisions agreed between yourself and your Sublessee may also be written here.

Here are a few general guidelines for the blanks in numbers 1-3 of the Sublease Agreement:

1. The original tenant (Sublessor/Jane Doe) already paid the security deposit at their lease signing. Depending on your relationship with your Sublessee, you may or may not want to require them to pay an additional security deposit. Please note that since the security deposit has already been paid by Jane Doe, an additional security deposit from Adam Smith would place a *credit* on the account. Since a Sublease Agreement is between Sublessor and Sublessee, not Matchbox, you will "share" a rental account. The amount of the additional security deposit paid (if any) is decided between the Sublessor and Sublessee.
2. This is where you'll notate how much rent the Sublessee will pay, and whether or not they'll pay the Sublessor then the Sublessor will pay Matchbox – or – if the Sublessee will pay Matchbox directly. Generally the latter is easier. We recommend writing in the blanks: [MONTHLY RENT] [MATCHBOX] [5<sup>th</sup> MONTH at 5PM]. Rent is due on the 1<sup>st</sup>/month. We have a 5 day grace period for late fees. Late fees are applied on the 5<sup>th</sup>/month at 5pm.
3. This is where you'll notate which roommate will have utilities in their name, and when the Sublessee will pay these roommates for their portion of the utility usage. Generally utilities are on different bill cycles (for example: water could be due on the 7<sup>th</sup>/month; electric could be due on the 20<sup>th</sup>/month), so writing [AS REQUESTED] in the last blank is generally easiest.

You'll see at the bottom there are blanks to be completed by the Sublessor (Jane Doe) and Sublessee (Adam Smith), as well as blanks for the roommates to date and sign. Please note that in lieu of your roommates signatures, they could also email me their approval if that's easier for them.

Again, please keep in mind the above instructions are just a guideline. You will need to sit down with your Sublessee (and roommates!) to make sure that you complete the Sublease Agreement Form where you are all on the same page.

If you have any questions as you begin to fill out the Sublease Agreement, don't hesitate to contact our office. Thank you!

# Example:

## SUBLEASE AGREEMENT FORM

It is agreed between Jane Doe (Tenant/Sublessor/Person Leaving) and Adam Smith (Sub-Tenant/Sublessee/Person Taking Over) to sublease the premises at: 510 Maple Street, Apt. B (FULL Street Address) For the period beginning 8/15/17 and ending 12/31/17 the Sublessee agrees to the following:

1. A security deposit of \$ N/A is to be paid in full to N/A by the date of / /.
2. Rent of \$ 479 per month shall be paid to Matchbox no later than the date of 5th mo @ 5pm.
3. The utilities will be in roommate's name. Payment will be paid to them no later than the date of as requested.
4. Assumes full liability for any damage caused during the period stated above to any personal items, permanent fixtures, etc.
5. Sublessee must abide by unit &/or community parking/vehicle rules and regulations; it is the responsibility of the Sublessee to acquire a copy of the parking/vehicle rules and regulations and any necessary permit from the Property's Manager.

Specific Provisions: 8/1/17 - 8/15/17: Jane will pay \$239.50.  
8/15/17 - 8/31/17: Adam will pay \$239.50. (each 1/2 month)

It is understood by all parties that a Sublease Agreement is between Sublessor and Sublessee; A Sublease Agreement is NOT between Sublessee and Landlord/Agent. However, Sublessee must meet Landlord/Agent's approval requirements and must apply online and be approved by Landlord/Agent as a condition of this Sublease Agreement taking effect. Management/Agent reserves the right to take legal action against Sublessee *directly* (in addition to Sublessor), as deemed necessary by Management/Agent; however, Sublessor is ultimately liable for the Lease Agreement. A copy of the original lease is attached to this agreement and incorporated herein. The Sublessee agrees to abide by all terms and covenants of the original lease. A \$150.00 non-refundable processing fee shall accompany this Sublease Agreement Form.

Sublessor: 7/15/17 Jane Doe  
 Date Sublessor Signature

Sublessee: 7/15/17 [Signature]  
 Date Sublessee Signature

Sublessee Email: \_\_\_\_\_ Sublessee Phone: \_\_\_\_\_

We the tenants of the above stated unit agree to accept the above Sublessee:

<u>/ /</u> Date	_____ Roommate Signature	<u>/ /</u> Date	_____ Roommate Signature
<u>/ /</u> Date	_____ Roommate Signature	<u>/ /</u> Date	_____ Roommate Signature
<u>/ /</u> Date	_____ Roommate Signature	<u>/ /</u> Date	_____ Roommate Signature

In lieu of a roommate's signature, an email to approve this Sublease Agreement Form may be provided.

Matchbox office use.

{ / / / Sublessee Application Submitted / / / Paperwork Processed By (Initials) \_\_\_\_\_  
 Date Date