

Subleasing a Portion of a Unit

- All lessees listed on the lease must sign an official release listing the date and individual who plans to vacate the unit.
 - At this time there is a \$100 fee due for the sublease process.
- Prior to the sublessee's application being processed, all remaining roommates must sign an agreement allowing the potential sublessee to be added to the lease.
- The sublessee must submit an application and be approved.
- The sublessee must put down a security deposit.
- All lessees and the sublessee must sign a sublease agreement.
- Your security deposit will stay on file through the end of your lease.
- Deductions from the security deposit will be divided among all security deposits on the account.