

### **Subleasing an Entire Unit**

- All lessees listed on the lease must sign an official release listing the date they plan to vacate the unit.
  - At this time there is a \$100 fee due for the sublease process.
  - If you are unable to do showings on your own, we require an additional \$200 as an advertising deposit. Each time we show the unit, \$20 will be deducted from the deposit.
- We will list your unit as available on our website and our showing sheet, informing potential renters of the availability when they call in. We will either set up the showing or give your information, based on the agreement.
- The sublessee must submit an application and be approved.
- The sublessee must put down a full security deposit.
- You and the sublessee must sign a sublease agreement.
- Your security deposit will stay on file through the end of your lease.