



SUBLET POLICY AND PROCEDURE

Dear Resident,

You have contacted our office regarding your interest in subletting your current apartment. This letter is written to provide you with our policies and procedures for sublets, as follows:

1. Subject to the provisions of this letter and the Sublease Agreement, we permit our residents to sublet. However, the prospective sublessee [i.e., the new resident(s)] must meet our Application Standards and agree to the exact lease terms that are currently in place. Our Application Standards are available for review on the DSI Real Estate Group web site (www.dsirealestate.com).
2. You will continue to pay rent and be subject to all existing lease terms during the sublet process. And, even after your unit is sublet, you will NOT be released from liability under the current lease, and you will continue to be responsible for the rent payments and other provisions of your existing lease, until it expires.
3. To be considered for a sublet, the prospective sublessees are required to complete and submit an Application For Residency. The Application is available on the DSI Real Estate web site.
4. The Sublessee will be advised to review the check-in report, which you as the current resident completed at the time of moving into the apartment, and the sublessee will be further advised to review the condition of the apartment before paying their security deposit.
5. You must have a zero balance on your account with us in order to be eligible for the sublet process.
6. You must contact our office in writing if you decide to sublet, and must provide us with the following information: a phone number where you can most easily be reached, an e-mail address, move-out date, and whether or not you will provide any rental incentives to prospective Sublessees.
7. The attached Sublease Agreement must be signed by all necessary parties in order to complete the sublet process.

8. There will be a 150.00 sublet fee, due and payable at the time of notifying our office of your desire to sublet.
9. There will be no routine carpet cleaning, painting or cleaning services provided in connection with this sublet process.
10. At the time that you vacate, your security deposit will be processed as required by Wis. Stat. s. 704.28, provided that the Sublessees have already paid a replacement security deposit to our office.

Thank you

I have decided to sublet my apartment:

Tenant _____ Date _____

Tenant _____ Date _____

Tenant _____ Date _____

Phone number: _____

E-mail address: _____

Desired move-out date: _____

Rental incentives: _____



SUBLET AGREEMENT

The undersigned hereby agree to sublease the apartment stated below, based on the terms and conditions contained in the current lease agreement on the premises. The current lease term began on the ____ day of _____, 201__, and will end on the ____ day of _____, 201__. The property is located at: _____.

The original lease was executed on the ____ day of _____, 201__. The term of this sublease shall be from the ____ day of _____, 201__ to the ____ day of _____, 201__.

Landlord: _____

Current Tenant(s): _____

Sublessee(s): _____

The current Tenants agree to sublet their apartment to the Sublessees named above, subject to the terms and conditions of the existing lease agreement. In consideration of the Landlord's consent to this sublease, the current Tenants guaranty the performance by the Sublessee(s) of the obligations of the Lease. Landlord hereby consents to this sublease, and the sublessees hereby assume the obligations of the Tenant under that Lease. The Sublessees acknowledge that they have reviewed all the terms and conditions of the existing lease documents, and agree to be bound thereby.

The parties further agree as follows:

- a. The security deposit will be processed as required by Wis. Stat. 704.28, after the current tenants have vacated, and assuming that the Sublessees have paid the replacement security deposit to the Landlord, said amount being due and payable by the Sublessees at the time of executing this Sublet Agreement.
- b. The existing lease documents are incorporated into this Sublet Agreement by reference and have been reviewed by Sublessees.

- c. Sublessee(s) will take the apartment in its existing condition, and no routine painting or carpet cleaning will be performed by Landlord prior to Sublessees moving in. Tenant is responsible for transferring the premises to the Sublessees in a clean and tenantable condition.
- d. The total monthly rent is \$_____, which will be paid by the Sublessees to the Landlord as required by the lease. Any shortage will be paid by the original Tenants, pursuant to the terms of the Lease.
- e. The transfer of any utilities that are paid by the tenant is the responsibility of the Tenant and the Sublessees.
- f. The Sublet Fee of \$75.00 is due and payable by the current Tenant, at the time that the current Tenant notifies of the Landlord of their desire to sublet.

Tenant: _____

Sublessee: _____

Print Name

Print Name

Tenant: _____

Sublessee: _____

Print Name

Print Name

Tenant: _____

Sublessee: _____

Print Name

Print Name

Landlord: _____