

Green Acres Property Management

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Important Information on Subletting

We have had several issues with the responsibilities of the original renters towards new tenants, lease assignees, and subtenants. **To clarify, in this situation I will provide you with a written agreement for you to sign, so that everyone is clear on the process and monetary responsibilities which come with adding someone else to your original lease.**

Subletting is a responsibility and risk to the original tenant. Subletting is a separate rental agreement between the original tenant and a new tenant who moves in temporarily, or who moves in with the original tenant and shares rent.

With a sublease or assignment of lease, the agreement between the original tenant and the landlord remains in force. The original tenant is still responsible for paying the rent to the landlord, and functions as a landlord to the subtenant. Any sublease agreement between a tenant and a subtenant should be in writing, and at Green Acres our policy is that the new or subtenant be approved by management and we have a sublet agreement signed with our records.

In any sublease or assignment situation, it's essential that both you and the subtenant have a clear understanding of both of your obligations. To help avoid disputes between you, the landlord, and the subtenant, this understanding should be put in the form of a written sublease agreement that both you and the subtenant sign. At Green Acres we have a form provided for you for this reason.

Nevertheless, a sublease or assignment *does not* relieve the original tenant of his or her legal obligations to the landlord. If the new tenant doesn't pay rent, or damages the rental unit, the original tenant remains legally responsible to the landlord.

Green Acres Property Management will assume responsibility for the property's condition by completing a full property check-out inspection with the original tenant. Based on the findings of that inspection, the original tenant will then receive a full or partial refund of his/her security and/or pet deposit. The landlord will require a full deposit from the subtenant prior to his/her move-in date. At the end of the sublease term, the landlord will then complete a second property check-out inspection with the subtenant. Based on the findings of that inspection, the subtenant will receive a full or partial refund of his/her security and/or pet deposit.

Green Acres Property Management must first approve all new tenant applications. There is a **\$150.00 non-refundable fee** for subleasing your unit. The fee can be paid by either the original tenant, the subtenant, or split by both. This fee must be paid prior to the sublease term start date.