

SUBLEASING

Print the sublease agreement from our website, www.rentbsu.com. You can find the sublease agreement by clicking on Important Info, Leases, then Sublease Agreement. This agreement should be filled out completely. If you are mailing it to someone to sign, all pages of the agreement should stay together, as this is a legal document.

Please have the person you are subleasing to fill in name, social security number, date of birth, parents phone number, parents address. The tenant subleasing needs to sign on the line for resident. Also, all tenants on the original lease and any subtenant that has signed prior to this agreement needs to sign that they approve of the new subtenant. The date of the lease is the date that the resident signed the original lease. Also, the term of the lease must be for exact dates the tenant will be subleasing. Please keep in mind that the exact date that your lease ends. A sublease cannot end after this.

The resident subleasing needs to pay \$500.00 subleasing fee. This fee must be paid in full and cannot be deducted from tenant's security deposit. The subtenant also must pay a security deposit, equivalent to their portion of the monthly rent. We will send you a link to make these payments through Bill.com

You mail email me the completed sublease agreement or mail to: Rent BSU, P. O. Box 340, Pendleton, IN 46064. Once the completed form, subleasing fee, and security deposit are received Doug will sign and mail a copy to the tenant and the subtenant for their records.

Please keep in mind that no rent payment may be received from the subtenant until the sublease agreement is complete. The agreement is not complete until all money has been paid and the form is received completed. Also, a sublease does not release you from the terms of the original lease. Your security deposit will be refunded within the terms of your lease.

You may contact Cynthia Stephens at cynthia@rentbsu.com or Sami Holland at sami@rentbsu.com if you have any questions. Thanks!