**Sub-Leasing Request-Partial**

Brown Heights Properties

Bill Brown & Son Apts.

Apartment \_\_\_\_\_\_\_

I/We would like to request a Sub-Leaser for our apartment.

I agree to pay a $200.00 sub leasing fee.

We understand that we will not be released from the leasing contract and that we will be held responsible for the sub leaser and the rent until the ending date stated on the original leasing contract.

We agree to move out before \_\_\_\_\_\_\_\_\_\_\_\_ (date) **8:00am** (time).

On this day provided above, we, the tenants, must have the apartment cleaned and all personal items moved out by the time stated.

We understand that we will be responsible for paying the rent If the sub leaser do not pay.

**\*\*Things to do before all tenants move out\*\***

1. You must have everything out of the apartment that does not belong to management.
2. The entire apartment must be cleaned in a professional manner or the tenant moving out agrees to pay a cleaning fee.
3. You must leave the visitor hang tag on the counter. You must return all keys to the apartment including mail box keys, and all copies that have been made to the office.
4. Your rent must be paid before moving out.

1. **You must make arrangements with all roommates to leave the electric and water on.**

 Date: \_\_\_\_\_\_\_\_\_

Signature: Print:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_