

City Place Ann Arbor

Sublease Steps and Procedure

So you're interested in subleasing your bedroom! Below are the steps you will need to follow in order to proceed for both you and your potential Subleser!



The following items must be completed by you, the Tenant, prior to approval:

- 1) Must receive written acknowledgement by each of the roommates/occupants of the unit that they are aware of NAMED SUBLEASER moving into the unit (email or hand written submittal is appropriate).
- 2) Tenant must currently have a \$0.00 balance on his/her rental and utility account.
- 3) \$250.00 Sublet Fee (*non-refundable*) must be paid prior to Subleser information being submitted for approval/the application process
 - a. Please note that this fee includes one application fee; in the event multiple Sublesers are required to submit for the same opening (for example, if pending a Subleser falls through or is not approved), the Subleser and/or Tenant is required to submit an additional application fee.

The following items must be completed by the potential Subleser prior to approval:

- 1) Application Packet Turned in and is Completed
 - a. Available at cityplaceannarbor.com, under OUR DOCUMENTS
- 2) Copy of Photo of ID's (two, one from each category)
- 3) Nortarized Guaranty of Lease Form submitted with copy of Guarantor ID
 - a. Available at cityplaceannarbor.com, under OUR DOCUMENTS
 - b. If a Guaranty of Lease cannot be obtained, the Subleser must provide, to Management, a Security Deposit equal to one (1) rental installment to be held on the Subleser's account.

Once all items are received, depending on the rental verification and approval process, please allow five (5) to seven (7) days for approval and/or authorization from Management.

A Sublease Agreement ("Agreement") /paperwork must be completed by both parties and Management must authorize the sublease in writing, prior to the Subleser obtaining occupancy. This Agreement will be based off of what is contractually owed per the current Tenant's Lease Agreement with City Place Ann Arbor.

If you have arranged an agreement on price, discounts, etc... between yourself and your Subleser, that is strictly between the two of you. City Place Ann Arbor will only legally recognize the terms of the original Lease Agreement signed between the Tenant and the Owner/Landlord.

Payments received in-office must be made payable for the full amount. Multiple payments to one account for a single invoice will result in a \$25.00 administrative fee for each payment received beyond a single payment, as it requires management of the payment process. Multiple online payments can be made at the Tenants discretion to the Tenant's account with no additional administrative fee, if the Tenant wishes to provide the Subleser access to his/her online payment portal with his/her account user name and password. If a payment is being submitted to the office on behalf of a Tenant (from the Subleser), please include the first and last name of the Tenant in the "MEMO" of the payment that is submitted to ensure that it is applied to the correct account ledger.

Charges to the account (invoices for rent, damages, utilities, etc...) remain in the Tenant's name for the duration of the sublease term. All transactions will be made under the Tenant's account and to the Tenant's ledger. Payments must be made directly to the Tenant's account. A Subleser will not have their own account or ledger. The Tenant remains responsible for all items in regard to the rental and utility account for the duration of the Lease Term.

If you have any questions or concerns, please contact us directly at 734-794-3311 or via email at annarbor@campusvillage.com .