

TO ALL RESIDENTS TO SUBLET

In order for one to sublet, the following steps must be followed:

1. If you wish to sublet, there are two criteria that **MUST** be met before anything else can occur:
 - a. The original tenants' file must be completed.
 - b. The original tenants' account balance must be at zero dollars (\$0.00).
2. If/once these two criteria are met, you must find the person to whom you wish to sublet. Please keep in mind that finding a sublet is your own responsibility.
 - a. A website that you may find helpful is the Penn State University's Off Campus Living Site www.sa.psu.edu/ocl
 - b. You may also want to try to place an ad in the Daily Collegian.
3. Once you find a sublet, he/she is required to complete an ARPM rental application form and pay the application fee of \$40.00 (cash or check).
 - a. Please note that the application form can be picked up in our office or downloaded from our website under the "Download Forms" tab: www.arpm.com/forms
4. Next, it is necessary that a one-time sublet fee of \$50.00 be paid via cash or check. If you are writing a check, please make it payable to Associated Realty Property Management or ARPM.
5. Once both the application and the sublet fees are paid, a rental agent will draw up a sublet agreement form which requires signatures from all of the current tenants on the lease as well as the sublet tenant.
 - a. If you cannot make it into our office, it is possible to have this form emailed or faxed to you.
6. Bear in mind that rent and security deposit payments are between the original tenant(s) and the sublet(s). You can choose to have your sublet pay ARPM directly, or you can choose to have them pay you directly in which case you would continue paying ARPM. Whichever method you use is fine, but be advised that it is the original tenants' responsibility to pay rent by the first day of each month. Our policy is and will continue to be that we file charges for delinquent rents against all persons on the original lease, not the sublet(s).
7. It is very important that you screen your applicants carefully. You (and your roommates) will be held responsible for all unpaid rents as well as all damages. For your own protection, it is a good idea to collect a deposit from your sublet tenant(s) at the beginning of the sublet term.
8. Your security deposit is not to be used for rent payments; please do not ask ARPM to use your deposit for the last month of rent.

Remember, these guidelines are for your benefit. Please call ARPM if you have any questions or if we can be of any assistance to you.