



PROCEDURES FOR SUBLETTING

The following criteria must be met before a sublet transaction can occur:

- The original tenants' lease must be complete.
- The original tenants' account balance must be zero (\$0.00).

Once these criteria are met:

- Original tenant finds a suitable prospect to sublet their space; all roommates must agree to live with this individual.
- The prospective sublet tenant must complete a rental application form and pay the application fee. The application form can be found here:
 - Undergraduate properties: <https://www.arpm.com/rental-application>
 - Professional properties: <https://www.arpm.com/rental-application-pro>
- A one-time sublet fee of \$50.00 is required via cash, check, or debit/credit card.
- Once the rental application has been completed and fees paid, ARPM will prepare a sublet agreement form which requires signatures from all current tenants as well as the prospective sublet tenant (we will circulate this document for signature using an e-signature platform).
- After all signatures have been received, please turn your keys directly over to your sublet tenant(s). For properties with mobile keys (non-physical), please contact the leasing office during business hours to have access arranged for your sublet tenant.

Additional notes:

- ARPM holds the security deposit in the original tenant(s) name(s). Your sublet tenant may pay rent directly to ARPM. Another option would be to continue paying your portion of rent directly to ARPM and instruct your sublet tenant to reimburse you. Should a delinquency occur on the account, we will file charges against all persons on the original lease agreement but not against the sublet tenant.
- It is important to screen your applicants carefully. You (and your roommates, if applicable) will be held responsible for all unpaid charges including, but not limited to, rent, utilities, and damages.

Please contact our office if you should have any questions or if we can be of assistance.