

## SUBLET PROCEDURE

**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 that all roommates agree on. Please keep in mind that finding a sublet is your own responsibility.
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. The application form can be completed online (Student Properties: <https://www.arpm.com/rental-application> | Professional Properties: <https://www.arpm.com/rental-application-pro>) or in our rental office.
4. Next, a one-time sublet fee of \$50.00 is required via cash or check payable to Associated Realty Property Management or ARPM.
5. Once both the application and the sublet fees are paid, ARPM will prepare a sublet agreement form which requires signatures from all of the current tenants on the lease as well as the sublet tenant.
6. When all signatures are received, please turn your keys directly over to your sublet tenant(s) (for properties with mobile keys (non-physical), please contact the rental office to have arrangements made for you). All keys must be returned to ARPM by the end of the lease.
7. Bear in mind that ARPM holds the security deposit in the original tenant(s) name, not in the sublet(s). Your sublet may pay rent to ARPM directly, or you can continue paying ARPM. Our policy is that we file charges for delinquent rents against all persons on the original lease, not against the sublet tenant(s).
8. 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.
9. 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.