

## Instructions for Subleasing:

### REQUIRED SUBLEASING PROCESS:

1. Let your roommates know that you are planning to sublease your spot on the lease
2. Find the new tenant
3. Have ALL roommates email Angie that they approve the new applicant as a roommate.
4. Have the prospective tenant fill out the application on our website.  
<http://www.toomeyrentals.com/apply/>
5. Pay sublease fee (see your lease for details on fee) - Angie will process sublease applications once these first 5 steps are complete.
6. Provide Angie with the following details:
  - a. Your move-out date
  - b. New Tenant move-in date
  - c. Amount new tenant is paying and any amount you are contributing
  - d. If your deposit be staying on file for the new tenant or if will they be paying their own
7. Once notification is received that the new tenant is 100% approved, schedule the sublease signing with Angie. Both you and the new tenant should be present if possible. The new tenants' deposit is due at this time.

### HELPFUL TIPS:

- A deal is never a deal until the paperwork is signed and the deposit is paid. Many renters are looking at multiple places to try and find the best house and roommates for their individual situation. Be sure to clearly communicate the terms of the sublease upfront including the sublease length, monthly rent, monthly average bills, etc.
- Tips for finding tenants: Email your friends, place an ad, ask your roommates if they know of anybody, ask Angie if she knows of anyone
- Be organized and respond quickly to rental inquiries and questions from prospects.
- Be wary of scams on Craigslist and other advertising venues.
- Be prepared to answer questions and requests looking for a discount or some sort of deal.
- Understand that if Angie cannot verify their source of income (how they will pay rent) or their previous rental history, they will not be approved.
- Any applicant with an unlawful detainer will not be approved

The majority of the subleasing process is really up to you. We manage the application review/approval process, sublease agreement signing, gathering of deposit, rent set-up & other administrative tasks. Steps 1-7 are 100% your responsibility!

**\*\*And last, don't just move someone into your house without going through the process listed above. This violates the terms of your lease and puts your entire household at risk of eviction/further legal action\*\***