



Sublet Policy

OPTION 1 - You will sub-let your own apartment

1. You place your own ads (we will add you to our in-house availability list)
2. You take all phone calls in regards to your unit (we will have interested parties contact you)
3. You show your own apartment (we will give you applications)
4. There is a \$75.00 processing fee with Option 1. This is a one time cost and is non-refundable. *We will not process an application until we receive both the \$75.00 processing fee and the signed Sublet Policy form. Please make check payable to Birwood LLC.*

OPTION 2 – Birwood LLC will sub-let your apartment

1. We will place ads for your apartment on our website. Any print ads you would like to place will need to be paid for in advance. (we can work together to create an appropriate ad)
2. We will take all phone calls in regards to your unit
3. We will show your apartment (giving you 24 hour notice; unless you agree to a shorter notice)
4. There is a fee of one ½ month’s rent with Option 2. This is a one time cost and is non-refundable. *We will not process an application until we receive both the payment and the signed Sublet Policy form. Please make check payable to Birwood LLC.*

OPTIONS 1 AND 2

1. Security Deposits must be paid in full as stated on the Residential Lease to Birwood LLC from the Sub-lessee(s) (New Tenant(s)) and made payable to the landlord as state on the Residential Lease.
2. Your deposit, less any amounts legally withheld, will be returned in person or mailed to Tenant’s last known address within 21 days of receiving full payment of security deposit from the Sub-lessee(s).
3. Contact Birwood LLC to make arrangements for a check out to be completed (Monday thru Friday 9 am to 5 pm) at the unit after you have moved out but before the new tenant moves in.
4. Original tenant(s) are responsible for cleaning apartment, carpet, and walls as needed or requested by sublessee. Any additional maintenance work will need to be brought to our attention immediately.
5. Original tenant(s) must pay, in full, any balance due on the account of the unit being sublet prior to the sublet lease signing.
6. Original tenant(s) will set the rent; if different from original lease, the difference must be paid in advance.
7. Original tenant(s) remains liable for the duration of the lease term
8. Upon approval, the applicant will be added and sign on to your lease

Please initial after one of the following statements:

I/We have read and understand Option 1 of the above Sublet Policy _____ *Original tenant initial*

I/We have read and understand Option 2 of the above Sublet Policy _____ *Original tenant initial*

Tenant Name

Tenant Signature

Tenant Name

Tenant Signature

Address, Unit #

Phone / E-mail

Birwood LLC

Date

Amount paid _____ Check # _____