

INFORMATION ON SUBLETTING YOUR APARTMENT

If you sublet you will still be on the lease, even though you will no longer be living in the apartment. If the person you sublet to does not pay the rent or damages the apartment, you will be financially responsible.

Landlord Permission

Tenants may not sublet without Birwood LLC permission. If you sublet without Birwood LLC permission, we retain the right to evict the sublessees and hold the sublessor (you) liable for remaining rent payments and any damages.

Roommate Permission

If you have roommates, finding an acceptable sublessee may become an issue with your roommates. All parties on the lease must agree to any major changes, including adding new tenants. Make sure that your roommates meet the potential sublessee. Remind your roommates that they are “jointly and severally” liable, so if you do not find a sublessee and do not pay the rent, the landlord may try to evict and/or collect your rent from them.

Check out the Possible Sublessee

You may want to screen potential sublessees carefully, because you may be ultimately be responsible for any unpaid rent or apartment damages. You want to be assured that the sublessee you find is able to pay the rent and has not had past rental problems. You may ask their landlord for a reference. Birwood LLC will process the sublessee’s application as it would all other applicants.

Sublet Agreements

The single most important step is using a written sublet agreement. Sample sublet agreements can be found at our office located at 615 N Sherman Ave, at our website www.birwood.net, or the Tenant Resource Center. Make sure all terms of the sublet are clearly listed, such as the start and end dates, amount of rent, how rent will be paid, the security deposit payment, and who will clean the apartment (before the sublet begins and at the end of the lease term). Also include any special conditions, such as whether or not the apartment will be furnished, snow removal, etc.

Security Deposits

Sublessees must pay the full deposit amount to Birwood. Payments should be made payable to the Landlord (see your lease). The sublessor’s security deposit will be returned within 21 days of move out.

Balances

Any balance on the account of the unit being sublet needs to be paid in full prior to sublet lease signing.

Forwarding Information

You will need to provide Birwood LLC with your forwarding address and a phone number at which you can be reached. If you fail to provide this information your security deposit will be mailed to your last known address.

Check-out Reports

Make an appointment with Birwood LLC to check out before the new sublessee moves in. You also need to fill out a check out form, which can be obtained from our office.

Check-in Reports

Birwood LLC will provide the sublessee(s) with a check-in report when they move in. Sublessees must return the check-in report within 7 days of moving in.