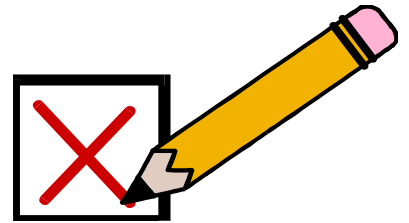


## Sublet checklist

1. **Advertise early** in as many ways possible.
  - ❑ Off campus housing office in the S.A.B
  - ❑ U of M Website-offcampus.housing.umich.edu
  - ❑ Flyers around campus/Dorm areas
  - ❑ Ad placed in Michigan Daily sublet section
2. Negotiate all terms with your roommates and subtenants prior to signing the sublease agreement.
3. Have subtenants fill out applications.
4. Make arrangements with Prime if you want credit checks performed on your subtenants for a \$25.00 fee.
  - ❖ Note that Prime is not responsible for the evaluation of your subtenant, only that the proper paperwork is accurately filled out and submitted.
5. Have **all residents** on the lease and **all subtenants** sign the sublease agreement. Turn in all paperwork to Prime's office for approval.
6. Make arrangement with the subtenants for key transfer (Prime Student Housing does not provide keys to your subtenants)
7. Make copies of sublease and applications for you and your subtenants.
8. Arrange for utilities to be transferred, if necessary. The Electric must stay on in your name or your subtenants until lease has expired. Any electric bills received during the lease term will be billed to your account. You should check to make sure the electric bill is being billed to the right party, you could be stuck with a large electric bill on your apartment account at the end of the lease if you assume your subtenants kept it on in their names. It would be good to check on this and your account with Prime Student Housing during the summer months.

9. Pass along all relevant information to your subtenants. Most of all give them a copy of your lease and Resident Handbook. Make sure they know the policies of the building and the Company.
10. Make arrangements to verify the condition of your apartment after subtenants move out. Many residents assume that when they leave the apartment and their subtenants move in that they are through with the



apartment and all damages will be charged to the subtenants. This is not the case. You are responsible for that apartment until it is vacate and given back to Prime Student Housing. If your subtenants do not clean up the apartment, should leave owing money, cause damage to the apartment, leave personal belongings in the apartment, etc. these charges will be taken from your security deposit. We strongly recommend that you or someone you know check your apartment out on move out day and make sure the apartment and all keys and parking passes are returned to Prime Student Housing.

## **Subletting Tips**

Many of our residents sublet their apartments each year with no problems. However, for someone who has never gone through the process, it can be very confusing. We've put together this packet for you and your roommates to help you have a problem-free subletting experience.

**The most important thing for you to remember is that you are still renting from Prime Student Housing, Inc. until your lease expires, and your subtenants will be renting from you, not Prime Student Housing, Inc.**

Everything must be decided between you and your subtenants. If after reviewing this information you still have questions concerning subletting procedures, please contact our office. Please keep this information for future reference.

### **Finding Subtenants**

We recommend that you pursue as many other avenues as possible. The Michigan Daily publishes a special sublet edition in the spring (March) in which you can place an ad. The Off-Campus Housing Office located in the Student Activities Building has listings of those wanting to sublet as well as a website. Create your own flyers and post them around the campus area, explaining why someone should sublet your apartment. Lastly, talk to your friends – maybe they or someone they know will be staying for the summer.

One thing to keep in mind is to find someone your group feels they can trust. Even if it's not someone you know, you should feel comfortable with the situation. Lastly, remember that per your sublease agreement, **you may not sublet to more people than originally on the lease.**

### **Negotiating the Agreement**

Once you have found subtenants, you, your roommates and your subtenants need to come up with terms that everyone will agree to. You may not find someone to pay 100% of your rent, 50% - 80% is considered the norm. It is important that everybody remain flexible while discussing details. Below is a list of topics you may want to consider. Please keep in mind these are general. Your particular situation may include additional topics not listed below.

- ❖ **Rent:** Discuss what the monthly installments will be, as well as how many installments they will pay. Also, decide how rent will be paid – to you or directly to Prime Student Housing, Inc. Remember rent must be paid in one check to avoid a \$5.00 per check processing fee, and this includes sublet payments. Be certain your subtenants are clear about where they will be paying rent and to whom their checks will be made payable. (Checks coming to Prime must

always be payable to the building and apartment #. Subtenants should write “subtenant” in the memo portion.)

If your subtenants are paying their rent to you, you may wish to have them pay you a few days early so you can pay on time to avoid charges. If your subtenant is paying directly to Prime Student Housing, Inc., you should check with our accounting department periodically to be sure the payments are current.

- ❖ **Security Deposit:** We recommend that you charge your subtenants a security deposit. You may charge up to 1-1/2 times the subtenant’s monthly rental payments. You will be charged for all damages above normal wear and tear, regardless of who caused the damages. Therefore, we suggest you have your subtenants move out at least a day before your lease ends so someone from your group can check your apartment and be sure it is left in good condition. Be sure to get an address to return your subtenant’s security deposit.

If you take a security deposit from your subtenants, you are required by law to use an inventory checklist to determine damages. We suggest you and your subtenants fill out both the arrival and departure sections together so there will be no misunderstandings.

- ❖ **Move In and Move Out Dates:** The ending date of your sublease agreement must be on or before the ending date of your original lease.
- ❖ **Parking:** If you are including your parking permit, you must indicate that on the sublease agreement. It is your responsibility to inform your subtenants of all parking regulations and provide them with a parking diagram located in your Resident Handbook.
- ❖ **Utilities:** Determine how utility bills will be handled – transferring the names, opening new accounts, etc. You are still responsible for the utilities on your apartment until your lease ends.
- ❖ **Furniture:** The furniture request form signed with your original lease is in effect for the entire duration of your lease. Therefore, Prime will be unable to make any furniture changes during your subtenant’s stay. Please advise your subtenants as to the furniture situation in the apartment so there will be no misunderstandings.
- ❖ **Prime Student Housing, Inc. Policies:** You are responsible for informing your subtenants about all of our policies and the terms of your lease. You should provide them with all of the information contained in your Resident Handbook, for example, what to do when they need maintenance, what our late fees are, etc. Make sure they know we do not allow any pets.

# Paperwork

Included with this packet are a sublease agreement and an Inventory checklist. You will need applications for each of your subtenants. These forms do not have to be filled out in our office. Incomplete forms will not be accepted. If you have questions not answered in this packet, please contact our office

- ❑ **Applications:** Every subtenant must complete an application. This is in your best interest as well – that way you will have some information about your subtenants. You may arrange to have credit checks done through our office, at your expense.
  
- ❑ **Sublease:** You and your roommates must completely and correctly fill out the sublease agreement. Be sure the sublease does not extend past 5:00 p.m. on the date your lease with Prime ends. (Again, we do recommend that you verify the condition of your apartment before returning the forms to Prime Student Housing, Inc.) Once it is filled out, the sublease agreement must be signed on both pages by all of the residents on your lease and by all of the subtenants. Every resident must include a phone number where he or she can be reached during the terms of the sublease, as it is essential that you and your subtenants know how to get in touch with each other. We will not accept any incomplete forms – it is your responsibility to get the appropriate signatures, even from out of town roommates. There are no exceptions to this policy, so plan ahead if someone is leaving town. Bring the completed forms to Prime Student Housing, Inc. for processing. If you or your subtenants need copies of the sublease agreement, you should make the necessary copies prior to returning the paperwork for processing. All sublease agreements must be approved and signed by our office. When approved, the original will be kept in your apartment file at Prime Student Housing, Inc.
  
- ❑ **Keys:** Prime will not be able to hold keys in the office for subtenants, nor are we able to issue extra sets of keys. Therefore, it is your responsibility to make arrangements with your subtenants prior to their move in day regarding transferring the keys, parking permits, etc.
  
- ❑ **Special Reminder Concerning Utilities:** You are responsible for all utility bills until your lease ends. You are responsible for seeing that these bills are turned off in your name by the end date of your lease. If you transfer the bill to your subtenants, please be sure there are no days of service left unaccounted for. Any day's left unaccounted for will be deducted from your security deposit. (Ex: If your subtenants move out, the bill must be in either your name or your subtenant's name through the end date of your lease.) To transfer or disconnect phone, cable, and electric service, contact the utility companies directly.

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## **Other Resources: Fill out a Sublet Available form at the office.**

Housing Information Office \*\*\* Website is: [offcampus.housing.umich.edu](http://offcampus.housing.umich.edu)  
1011 Student Activities Building (734) 763-3205  
The Michigan Daily Classified Dept. (734) 418-4115

## **Filling Out the Sublease Agreement**

**Introductory Section:** Fill in the date the sublease agreement is signed. Names of all residents on original lease on first line, names of all subtenants on second line.

**Section 1.** Fill in building and apartment number. You must indicate how many, if any, parking permits are included.

**Section 2.** Fill in date's sublease begins and ends.

**Section 3.** Fill in total amount of rent to be paid during the sublease terms, number of payments, and amount of payments. Example: if your subtenant is renting your apartment for \$300.00 per month for four months, the total rent is \$1200.00, in 4 installments of \$300.00. (Note: if you are charging a security deposit, do not include that amount in the total rent. This section is for rent only.)

Fill in to whom the subtenant's rent checks should be made payable, to which the subtenant's rent checks will be sent and the address where the checks will be sent. Examples: If you are having your subtenant pay Prime directly, the check will be payable to your building and apartment, remitted to Prime Student Housing, Inc. at 610 Church St. Ann Arbor, MI. If your subtenant will be paying rent to you, it should be payable to your name, remitted to you, at the address where you will be during the terms of the sublease. Remember: there is a \$5.00 per check processing fee if rent is paid with more than one check. Also, if your subtenants will be paying Prime rather than you or your roommates, we suggest you contact our office periodically to check that your account is up to date.

**Section 4.** Fill in amount of the security deposit, if any.

**Section 6.** Fill in the date you signed your original lease with Prime Student Housing, not the date your sublease is starting.

**REMEMBER: ALL CURRENT TENANTS AND FUTURE SUBTENANTS MUST SIGN THE SUBLEASE AGREEMENT BEFORE BEING SUBMITTED TO PRIME.**

For further information, please refer to the subletting information packet, or contact our office.

# Sublease Cover Sheet

All Parties agree and understand that the attached sublease agreement is between the residents and subtenants only. The subtenants are leasing from the residents, and the residents continue to be bound to their lease with Prime Student Housing. All arrangements and details are to be worked out between the residents and the subtenants, in compliance with the Prime Student Housing lease and all of Prime’s policies. Prime Student Housing will not be responsible for providing subtenants with keys or parking permits.

**All parties understand that Prime Student Housing will not make any changes to the furniture in the apartment during the terms of this sublease.**

In witness whereof, the parties to this sublease affix their signatures on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**All residents and subtenants must sign below.**

**Tenants:**

**Subtenants:**

\_\_\_\_\_  
signature

\_\_\_\_\_  
signature

\_\_\_\_\_  
email address

\_\_\_\_\_  
email address

\_\_\_\_\_  
signature

\_\_\_\_\_  
signature

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signature

\_\_\_\_\_  
email address

\_\_\_\_\_  
email address

# Sublease Agreement

Permission to sublet must be authorized in writing by landlord's managing agent as a precondition to taking possession.

This sublease is made this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, between **all residents** listed on the Prime Student Housing lease listed below:

Names of lease holders that will still be residing in the apt. \_\_\_\_\_

**(Name all Prime residents on lease above) and subtenants (Name all subtenants below):**

**1. Premises:** Tenant leases to subtenant all of his/her interest in the premises known as

(Building name) \_\_\_\_\_, (apt #) \_\_\_\_\_, Ann Arbor, MI 48104,

including \_\_\_\_\_ parking space. (Parking pass must be valid and subtenants will get this pass from the Prime Student Housing residents, Not from Prime Student Housing)

**2. Term:** The term of the sublease is from \_\_\_\_\_ through \_\_\_\_\_.

**(The ending date must not exceed past the ending date listed on the original resident's lease.)**

**3. Rent:** Subtenant agrees to pay a total rent sum of \$ \_\_\_\_\_ for the term, to be paid on or before the first of each month in \_\_\_\_\_ equal installments of \$ \_\_\_\_\_.

Rent shall be payable to the resident named : \_\_\_\_\_ and sent to \_\_\_\_\_ at \_\_\_\_\_ with

the first installment being due on \_\_\_\_\_. Rent is to be paid in one check per apartment. **There is a processing fee of \$5.00 for each additional check. The Prime tenant shall remain responsible for all deficit balances owed to the landlord from this and/or any other approved sublease agreement for their apartment. Residents know they are responsible for the electric bill and need to decide who's name it will be billed in and make those arrangements with Detroit Edison.**

**4. Security Deposit:** Prior to moving in, the subtenant will pay Prime Student Housing tenant a security deposit of \$ \_\_\_\_\_. Subtenants have been informed and specifically agree that recovery of his/her security deposit shall be from the Prime Student Housing tenant only. Prime Student Housing does not receive the subtenant's security deposit monies.

**5. Utilities:** The resident or the subtenant shall continue to pay the electric, phone, and cable bills. These bills will continue to be sent to the apartment address and paid through the last day of the lease with Prime Student Housing.

**6. Compliance with Prime Lease:** Except as modified by this sublease, all terms and conditions of the Prime lease between the Prime tenant and the landlord dated \_\_\_\_\_  
**(date original lease was signed)** are fully applicable to the subtenant. Subtenant has read and agrees to comply fully with all terms and conditions of that lease, along with the Resident Handbook given to the Prime Student Housing resident. A copy of both, subtenant acknowledges receiving.

Nothing herein contained shall act to relieve the Prime Student Housing tenant from any of its duties and obligations under the lease, and the Prime Student Housing tenant shall remain and shall be primarily liable as the principle lessee thereunder, and primarily liable therefore.

In witness whereof, the parties to this sublease affix their signatures on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**All Residents and subtenants must sign below.**

**Tenant (s):**

**Subtenant (s):**

_____ Signature	_____ Phone #
_____ Signature	_____ Phone #
_____ Signature	_____ Phone #
_____ Signature	_____ Phone #
_____ Signature	_____ Phone #
_____ Signature	_____ Phone #

_____ Signature	_____ Phone #
_____ Signature	_____ Phone #
_____ Signature	_____ Phone #
_____ Signature	_____ Phone #
_____ Signature	_____ Phone #
_____ Signature	_____ Phone #



Landlord is aware of and consents to this sublease agreement:

General Manager: \_\_\_\_\_

Date: \_\_\_\_\_

## **Michigan Truth in Renting Act Notice**

Notice: Michigan Law establishes rights and obligations for parties to rental agreements. This agreement is required to comply with the truth in renting act. If you have a question about the interpretation or legality of a provision of this agreement, you may want to seek assistance from a lawyer or other qualified person.

## **Michigan Security Deposit Act Notice**

To Tenant: You must notify your landlord in writing within four (4) days after you move of a forwarding address where you can be reached and where you will receive mail. Otherwise your landlord shall be relieved of sending you an itemized list of damages and the penalties adherent to that failure.

- If you have given the security deposit to a tenant who is subletting to you, rather than the landlord, you must give the notice of your forwarding address within four (4) days to that tenant.

### **City of Ann Arbor Truth in Renting Notice**

**Some things your landlord writes in the lease or says to you may not be correct representations of your rights.**

**Also you may have rights and duties not mentioned in your lease. Such rights may include rights to repairs, rights to withhold rent to get repairs done, and rights to join a tenants union or to form your own union. Such duties may include the duty to pay rent due and the duty not to cause a serious health hazard or damage beyond reasonable wear and tear.**

**Additionally some lease clauses may be subject to differing legal interpretations. If you think that a clause in your lease or something your landlord says to you is unfair, you may contact your own lawyer, legal aid society, or tenants union lawyer for their opinions.**

In witness whereof, the parties to this sublease affix their signature on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Tenant (s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subtenant (s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Sublease Inventory Checklist

**To the subtenant:** Use this checklist to note the condition upon move in of the apartment and furnishings. Complete it with the tenant or return a signed copy to the tenant within 7 days after obtaining possession of the unit. You keep one copy. Attach additional move-in comments to this form. You must notify the tenant in writing within 4 days after your sublease ends of a forwarding address where you will receive mail, otherwise the tenant will not be obligated to send you an itemized list of damages with your security deposit refund. If you receive a notice of damages you wish to dispute, you must respond to the tenant by mail within 7 days after receiving it.

**This form does not serve as a request for repairs.**

This form does not replace the tenant's original Move-In condition report for the current lease between the tenant and Prime Student Housing, Inc. This is strictly between the tenant and subtenant, and will not be considered by Prime in regards to security deposit refund issues.

Subtenant (s) \_\_\_\_\_

Building and apartment # \_\_\_\_\_

Condition upon Arrival	Item	Condition upon Departure
	<b>Kitchen/Dining Area</b>	
	Table – Chairs	
	Walls – Floor – Ceiling	
	Counter – Cupboards	
	Stove –Fridge –Sink - Disposal	
	Dishwasher – Other appliances	
	<b>Living Room</b>	
	Walls – Floor – Ceiling	
	Window Coverings – Lamps	
	Sofa – Chairs – Tables	
	Desks – Study surfaces	
	<b>Bathroom (s)</b>	
	Shower – Tub – Fixtures	
	Walls – Floor – Ceiling	
<input type="checkbox"/> Bdrm 1	<b>Bedroom (s)</b>	<input type="checkbox"/> Bdrm 1
<input type="checkbox"/> Bdrm 2	Walls – Floor – Ceiling	<input type="checkbox"/> Bdrm 2
<input type="checkbox"/> Bdrm 3	Closets – Door Tracks	<input type="checkbox"/> Bdrm 3
	Beds – Mattresses – Bunks	
	Desks – Chairs – Dressers	
	<b>Hallway (s)</b>	
	Walls – Floor – Ceiling – Stairs	
	Furniture – Closets	
	<b>Miscellaneous</b>	
	Windows – Locks – Screens	
	A/C – Fans – Thermostats	
	Smoke Detector – Fire Extinguisher	

Subtenants                      Date: \_\_\_\_\_  
 X \_\_\_\_\_  
 X \_\_\_\_\_  
 X \_\_\_\_\_  
 X \_\_\_\_\_  
 X \_\_\_\_\_

Tenants                              Date: \_\_\_\_\_  
 X \_\_\_\_\_  
 X \_\_\_\_\_  
 X \_\_\_\_\_  
 X \_\_\_\_\_  
 X \_\_\_\_\_

# **Application to Rent Space**

**Building:** \_\_\_\_\_  
**Apartment:** \_\_\_\_\_

**Unit Size:** \_\_\_\_\_  
**Move-In Date:** \_\_\_\_\_

## **PERSONAL INFORMATION:**

1. Name: \_\_\_\_\_
2. Current Address: \_\_\_\_\_
3. Current Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_
4. Driver's license #: \_\_\_\_\_
5. Social Security #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_
6. Name of Parents/Closet Relative: \_\_\_\_\_
7. Parent's Address: \_\_\_\_\_
8. Parent's Phone #: \_\_\_\_\_
9. Have you ever been convicted of a crime?  Yes  No
10. Have you ever filed for Bankruptcy?  Yes  No
11. Are you over the age of 18 years?  Yes  No

## **EMPLOYMENT INFORMATION:**

12. Occupation or Student: \_\_\_\_\_ If Student, What year?  
Freshman  Sophomore  Junior  Senior  Graduate Student
13. Name of Current Employer: \_\_\_\_\_
14. Address: \_\_\_\_\_ Phone #: \_\_\_\_\_
15. Position: \_\_\_\_\_ How long? \_\_\_\_\_
16. Gross monthly income: \_\_\_\_\_
17. If less than 1 yr., name, address, and phone # of previous employer.  
\_\_\_\_\_

## **RENTAL HISTORY:**

18. Name of Current landlord: \_\_\_\_\_
19. Address of Current landlord: \_\_\_\_\_
20. Phone #: \_\_\_\_\_ Date lease expires: \_\_\_\_\_
21. How long have you lived at current address: \_\_\_\_\_
22. Name and address of previous address: \_\_\_\_\_  
\_\_\_\_\_
25. Have you ever been evicted?  Yes  No

# Application to rent space

Landlord may refuse to rent to applicant if any of the information provided herein is found to be untrue and may terminate applicant's tenancy if information provided herein is found to be untrue after renting to applicant.

If landlord rents premises to applicant, possession of the unit shall not be provided to applicant until, in landlord's sole discretion, the premises are ready for occupancy.

Except as provided in the lease, landlord shall not be liable for damages in the event the premises are not ready for occupancy on the prescribed date because of causes beyond landlord's control.

I authorize the person to whom this application is made and any credit bureau or other investigate any references herein listed or statements or other data obtained from me or from any other source pertaining to my credit or financial responsibility. I understand that the landlord will review this information in confidence or its representatives involved in considering rental applications.

**I certify that all of the information I have provided in response to the questions contained in this application is true. I further certify that I have read the conditions contained in this application form, that I understand them, and that I voluntarily submit this application for consideration by Prime Student Housing, Inc.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_