

## **GradBnB Sublet Procedure**

In order to sublet your apartment, you must follow our procedure outlined below.

1. You must request and receive written permission from management to sublease your room. If you allow someone to sublet without our approval, they will be evicted and you will incur any and all costs and legal fees involved in removing them.
2. Your prospective subtenant must complete our online rental application and pass our credit/background check.
3. You must provide a copy of your original lease to the subtenant.
4. He or she must sign a sublet agreement, which we will send to you, indicating that they agree to both the original lease and the sublease agreement. You also must sign it and send it back to us.
5. We will meet or video chat with your prospective subtenant to go over the lease and sublease agreement and ensure that they understand and read everything and agree to the terms.
6. You are responsible for your subtenant, including evicting them if they break the rules. Any lease violations will result in their loss of right to sublet from us. You will be charged for any damage your subtenant inflicts on our property and/or tenants. You will be charged any legal fees required for us to remove your subtenant.
7. You must continue paying your rent as usual. You must collect the rent from your subtenant. We recommend receiving full payment up front whenever possible.
8. Before they move in, you must pay the sublet fee indicated in your lease. This will be must be paid before your subtenant moves in or receives access to the apartment.
9. Once your subtenant has been approved and you have paid the sublet fee, we will schedule a move-in for your subtenant and we will give them the code and keys to access the building and the apartment. You may not give them the codes, as this is a lease violation.

If you have any questions please let us know.

Thanks,

GradBnB Management