

Weida Apartments
302 Vine St #3
West Lafayette, IN 47906
765-743-0317

Sublease Instructions and Checklist

The following list of sublease instructions are to be completed by the original tenant. All of the following must be completed prior to moving any other individual into your apartment. If you fail to complete all items on the checklist and still choose to move another individual into your apartment you will incur a fine of no less than five hundred dollars (\$500). Please place your initials in the space provided next to each item only after it has been completed.

To be completed prior to submitting the sublease paperwork for approval.

- _____ Have the potential sublessor(s) complete the application form(s) and obtain a copy of their state issued identification.
- _____ Give the potential sublessor(s) a copy of your signed lease document with Weida Apartments.
- _____ Properly complete the front of the sublease agreement according to your lease document.
- _____ Properly complete and sign the back of the sublease agreement completing all the necessary information. Have your potential sublessor(s) do so as well. If you have roommates, they will all need to complete and sign the sublease agreement as well.
- _____ Call and set up an appointment with a Weida Apartments manager to discuss and review all the sublease paperwork.

To be completed after the sublease has been approved by Weida Apartments Management:

- _____ Give a copy of the approved sublease paperwork to your sublessor.
- _____ Collect the security deposit from the sublessor as stated in your sublease agreement.
- _____ Discuss with your sublessor(s) how, where and when they will retrieve door and mail keys from you. If the sublessor will have a vehicle, it is imperative that you return your pass to Weida Apartments and the sublessor collect the parking pass from Weida Apartments directly.
- _____ Discuss the transfer of utilities with your sublessor. There is to be no interruption of services.
- _____ Discuss that pets and extra occupants are not permitted without prior written consent of Weida Management (this consent must be given at the time that the initial sublease information is submitted). Permission for such is not guaranteed due to city code regulations. If allowable an extra fee will apply.
- _____ Return this completed checklist to Weida Apartments prior to the start date of the sublease agreement.
- _____ A Sublease Fee of \$200 is to be paid to Weida Apartments upon approval of the Sublease Agreement and submission of this Sublease Agreement. Payment must be made by cash, check or money order; final approval for the Sublease Agreement will not be granted until this fee is paid.

Agreement to Sublease

Weida Apartments

1. This sublease agreement is for the property located at:
_____.
2. The expiration date of the original lease is: _____.
3. *The lease provides that Lessee shall not sublease the premises without written consent of Lessor.* Lessee and Subtenant named below desire that Lessor consent to a sublease beginning _____, _____ and ending on _____, _____.

In consideration of the mutual covenants contained herein, the parties agree as follows:

1. Lessee hereby subleases Lessee's interest in the premises to Subtenant. Lessor consents to the Sublease requested provided that Subtenant shall be bound for each and every covenant and condition contained in the original lease.
2. Subtenant shall perform all the covenants and conditions contained in the lease to be performed by the Lessee and Subtenant shall be and is bound by each and every covenant and condition contained in the lease.
3. **Neither the subleasing of the above described premises *nor anything contained in the agreement shall release lessee from the obligation to perform and be bound by all of the covenants and conditions contained in the lease.***
4. Subtenant hereby deposits with Lessee a security deposit in the amount of _____ (\$ _____), such deposit to be governed by the terms of the Lease.
5. Rental payments in the amount of _____ (\$ _____) shall be paid in advance to Lessor at the address indicated in the Lease by Subtenant on the _____ day of each month, beginning immediately.
6. Keys now held by the Lessee are to be transferred to the Subtenant and returned to the Lessor upon vacating the premises. Parking permits held by the Lessee are to be returned to the Lessor and checked out by the Subtenant from the Lessor directly; these are to be returned to the Lessor upon vacating the premises.
7. The Lessee and the subtenant have read the existing Lease and this agreement to sublease, and understand their responsibilities and obligations.
8. We agree to pay the Two Hundred (200) dollar Sublease Fee to Weida Apartments prior to the onset of the sublease agreement. We understand that if it is not paid, the sublease agreement will not be approved.

(Date Agreement Signed)

Lessee #1

Name (Printed): _____

Permanent address: _____

SSN: _____

Telephone Number: _____

Email Address: _____

Signature: _____

Subtenant #1

Name (printed): _____

Permanent address: _____

SSN: _____

Telephone Number: _____

Email Address: _____

Signature: _____

Lessee #2

Name (Printed): _____

Permanent address: _____

SSN: _____

Telephone Number: _____

Email Address: _____

Signature: _____

Subtenant #2

Name (printed): _____

Permanent address: _____

SSN: _____

Telephone Number: _____

Email Address: _____

Signature: _____

Lessee #3

Name (Printed): _____

Permanent address: _____

SSN: _____

Telephone Number: _____

Email Address: _____

Signature: _____

Subtenant #3

Name (printed): _____

Permanent address: _____

SSN: _____

Telephone Number: _____

Email Address: _____

Signature: _____

Lessee #4

Name (Printed): _____

Permanent address: _____

SSN: _____

Telephone Number: _____

Email Address: _____

Signature: _____

Subtenant #4

Name (printed): _____

Permanent address: _____

SSN: _____

Telephone Number: _____

Email Address: _____

Signature: _____

Zero Tolerance Policy for Subtenant

I, (Subtenant Name Printed): _____, understand that Weida Apartments has a zero tolerance policy regarding any breach of lease; Weida Apartments reserves the right to terminate this sublease agreement at any time when a breach of lease is verified. Subtenant and Lessee will be notified in writing and sublessor will be given 48 hours to vacate.

I, (Subtenant Name Printed): _____, have received and reviewed a copy of the original Lease Agreement from the Lessee. I understand what is expected of me and agree to comply to all terms and conditions as outlined in the Lease Agreement that was signed by the Lessee.

(Subtenant Signature)

(Date)

As the Lessee, I understand that I am responsible for this sublease agreement. In the event that this sublease is terminated due to a breach of lease by any party, I will be responsible for any and all damages to Lessor including by not limited to damage to the apartment, rent that remains due, utilities that come due or loss of property or residents.

(Lessee Signature)

(Date)