

# 3600 PENN ASSOCIATES, LLC

## SUBLET POLICY:

Subject to Landlord written approval, Tenant is permitted to sublet their unit. The Subletting Fee is equal to one month's rent at the current monthly rent plus \$100 for amending the lease payable prior to Landlord formal approval. Conditions of sublet approval are as follows:

- Tenant completes and submits the attached Sublet Request Form with payment as required (one month's rent at the current monthly rental rate)
- Tenant is in good standing under the terms of their lease.
- Tenant provides a verified new address and contact information post vacating the unit.
- Tenant remains 100% responsible for the fulfillment of all lease provisions (financial and otherwise).
- Subletter completes and submits an online application that is reviewed and approved by Landlord.
- Tenant and Subletter shall coordinate their schedules and arrange to meet at the office (during normal business hours) to modify the lease authorizing subletter to reside in the unit. Subletter will be required to provide a photo ID for Landlord's file.
- Tenant shall be responsible for furnishing subletter with keys and appropriate orientation to the leased premises.
- Other than processing the subletter's application and meeting to modify the lease, all efforts associated with the process of securing and transitioning to the subletter are the Tenant's sole responsibility.
- Subletter shall be considered an authorized occupant with payment and billing remaining with the full responsibility of Tenant. It is entirely Tenant's responsibility to collect funds from their subletter.
- At the time of the lease term expiration, Landlord will process the security deposit return to Tenant at Tenant's new address. Tenant will remain responsible for the condition of the unit at the conclusion of the lease term including the return of keys prior to lease expiration and any and all repairs, cleaning etc.
- At the time of the lease term expiration, Landlord at its sole discretion may offer subletter a new lease agreement, thus making the subletter the sole Tenant going forward.

\*\*\*We caution Tenants that subletting can result in substantial financial exposure and may have adverse impact on the Tenant's credit since Tenant remains 100% responsible for the fulfillment of the lease terms including, but not limited to, payment of rent, utility charges and damages to the unit.