

Request to Sublet

Please print clearly

My name is: _____ (“Resident”).

I request to sublet my occupancy on my lease for the unit located at:

_____, _____, Geneseo, New York 14454.
Street Address Apt. No. (if applicable)

for the following term:

(check only one and fill in the year)

Fall Semester Only
(year)

- or -

Spring Semester Only
(year)

- or -

Academic Year 20 - 20
(year) (year)

Resident reason for sublet request: _____

Resident acknowledges that by signing this form

- Resident agrees to appoint Management to have sole discretion on Resident’s behalf to execute and complete a finalized Sublet Agreement should Resident fail to complete “Sublet Agreement” after submitting this request.
- Management will attempt to complete a Sublet Agreement on a best efforts basis in conjunction with the documents found on www.geneseorientals.com, which are:
 - o Sublet Requirements
 - o Sublet Agreementbut is not under any requirement or burden to do so.
- Resident agrees to pay Management the sublet fee(s) per the lease even in the event that Resident fails to sign the completed Sublet Agreement.
- Resident understands that this form is NOT the Sublet Agreement. The Sublet Agreement can be found on www.geneseorientals.com .

Subletter Requirements

This is what is required for a sublet to be considered and possibly approved by our office (required in lease) PRIOR to any change being permitted:

BEFORE ANYTHING WILL OR CAN BE STARTED, RESIDENT REQUESTING SUBLET MUST SIGN DOCUMENT ENTITLED "REQUEST TO SUBLET" (THIS IS A SEPARATE FORM). IF THIS IS NOT SIGNED, MANAGEMENT WILL NOT AGREE TO PERFORM AND WILL NOT AGREE TO ANY SUBLET.

1. Everyone on the lease (not co-signers) send back an email to Management stating that "I agree" referring to potential subletter living in the leased unit.
2. Lease be in good - standing and all payments due having been made up to date
3. Potential subletter must send in a security deposit of \$400 to made payable to HSPM to our office or pay one in person – receipt will be provided if paid with cash. We can accept debit/credit plus 5% fee.
4. Potential subletter must have a notarized co – signer form submitted to our office acceptable to us (like everyone else in house)
5. Potential subletter and Resident they are intending to sublet from must both sign the Sublet Agreement which we will supply providing all of the above are completed and notary will be required for each signature if not signed in our office evidencing potential subletters signature Resident they are subletting from signature.
6. We reserve the right to charge a sublet fee per your lease.
7. We reserve the right to deny the sublet should be feel that for some reason it is not suitable for the group or there is some other reasonable consideration we have.
8. All Residents on the lease must reply to an email from Management expressing their consent to this sublet agreement in order for it to be valid or provide an agreement to the same in writing.
9. The sublet agreement requires that Rocco J. Dragani, as Manager, signs the sublet agreement to be valid.

Please remember that even if there is a sublet agreement, it does not preclude anyone on the lease from being responsible for the rent due and the sublet agreement does not release anyone from the obligations in the lease.

RESIDENT IS REQUIRED TO HAVE THEIR SIGNATURE NOTARIZED.

RESIDENT SIGNATURE & CONTACT INFORMATION EVIDENCING UNDERSTANDING AND AGREEMENT TO THE TERMS ABOVE:

Resident (signature) sign in front of notary

Home Phone: _____

Resident (print name)

Work Phone: _____

Cell Phone: _____

Street address

Email: _____

City

State

Zip

STATE OF _____, COUNTY OF _____, ss.

On the ____ day of _____, 20____, before me, the undersigned notary public,

personally appeared _____, "RESIDENT", personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Notary Public My commission expires on

I, Rocco J. Dragani, Manager of High Street Property Management, LLC, "Management", have reviewed this Request to Sublet and I

Approve the Request to Sublet and authorize Management to proceed with the sublet process

-or-

Withhold approval for the following reason(s):

Rocco J. Dragani, Manager Date
High Street Property Management, LLC

Please return this form to: Christine Lennington
Email: christine@geneseorentals.com or Fax: 585-991-7645 or
US Mail: HSPM, 94 Main Street, Suite 103B, Geneseo, NY 14454