

## Sublet 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 stating that "I agree" referring to potential subletter living in the house.
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.