

# HIGHLAND HILLS CONSENT FORM FOR SUBLEASING

Highland Hills agrees to sublease an apartment once the following requirements have been met:

1. The resident's account balance must be paid in full before we can accept an application for subleasing.
2. The resident requesting to sublease must complete this form and submit it to the office with a \$100 administration fee. **The fee is non-refundable, even if the resident changes his/her mind about subleasing his/her apartment.**
3. The **resident** is responsible for advertising and showing the apartment. Highland Hills may assist in finding a person to sublease, but they are not obligated to do so.
4. Each applicant for subleasing must complete an application and submit it to the office with the application fee. Leasing personnel will approve or deny the request based upon the qualifications.
5. For a joint lease, all residents in the apartment must sign a roommate addition form.
6. Keys and parking permits **must** be turned in to the office; **DO NOT** give them to the sublesor.
7. The original resident will remain liable for the rent and other charges incurred until the end of the lease if the person subleasing fails to meet his/her lease obligations.
8. Security deposit information:
  - a) Once approved, the person subleasing pays a security deposit and is added to the current lease.
  - b) The original resident and the person subleasing will divide the cost for any cleaning and/or damages charges evenly. These fees will be deducted from the security/damage deposits and/or billed to the original resident and the person subleasing after the lease has expired.
  - c) The security/damage deposit for both the original resident and the person subleasing will be mailed within 21 days after the lease end date.
9. The original resident is liable for all utilities if the person subleasing defaults in payment.
10. This completed form will be attached to the original lease as an addendum to Section B #7.

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I, \_\_\_\_\_, have read the above, understand it and agree to comply with its terms to sublease my apartment \_\_\_\_\_ beginning \_\_\_\_\_ to \_\_\_\_\_.  
**I understand that the \$100 administration fee for subleasing my apartment is non-refundable.**

**RESIDENT** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**RESIDENT** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**MANAGEMENT** \_\_\_\_\_ **DATE** \_\_\_\_\_