

# SUMMER SUBLET INFORMATION



## Tenant requests permission to sublet.

- Tenant(s) fill out a sublet authorization form. Tenant understands this does not guarantee a sub-lease. Holton Mountain Rentals will assist in finding someone to take over the Lease Contract early. Tenant should be actively involved in finding and looking for a sub-lessee. *The best way to find a sub-tenant to take your place, is to actively pursue searching and finding someone yourself.*
- Tenant understands that any ads that Holton Mountain Rentals run on Tenants behalf will be paid for by Tenant and that Holton Mountain Rentals will charge me an \$85.00 administration fee for Landlord's time and effort in the re-renting of the dwelling unit (this includes answering the phone and showing the dwelling unit, redoing all necessary paperwork, etc.). This administration fee is cut to \$45.00 if dwelling unit is re-rented the same day, or if Tenant brings in a replacement tenant that Landlord agrees to rent to. If dwelling unit is not rented, Landlord agrees to credit or refund, at Landlord's option, \$40.00 of the \$85.00 administration fee.
- Holton Mountain Rentals will place the date that the tenants are requesting to be released in the Office Master Rental Book. We will assist the tenant(s) in trying to find someone to sign a 14 month lease or a sub-lease for just the summer depending on availability of dwelling unit for next leasing period. Landlord can not guarantee a sub-leaser will be found. Landlord cannot hold a dwelling unit open for the next Leasing Period while waiting on a summer sub-leaser to materialize.
- Holton Mountain Rentals and current roommate(s) if applicable must approve of prospective tenants except for Individual Lease Contract Sub-leases.
- If a prospective tenant is found to do a 14 month lease, the Lease Contract ending date on the tenant's Lease Contract would be changed and shortened. The Tenant would be released from future obligations beyond the end of the new ending lease date. Tenant would remain responsible for all obligations of the Lease Contract than the new ending date of the current Lease Contract. The tenant's security deposit will be refunded within 30 days of the end of the new Lease Contract date, less any monies owed and damages.

## If a Summer Sub-lease is done:

1. Sub-tenant must fill out a rental application and be approved by Holton Mountain Rentals.
2. Sub-tenants and present tenants must come to our office together and do a sub-lease agreement. All summer sub-leases will begin June 1<sup>st</sup>.
3. Sub-tenants must pay first month's rent (June rent) and the last month's rent, (July's rent), upon signing sub-lease agreement. All rent for June and July must be paid up-front.
4. If sub-tenant(s) wishes to move in prior to June 1<sup>st</sup>, they must pay rent to present tenant(s) and work out details of moving in with them. The present tenant will pay Holton Mountain Rentals for May's rent.
5. The sub-lease contract will end July 28th at 10:00am.
6. Tenant understands they remain responsible to Holton Mountain Rentals for damages during sub-lease period including making sure all rent is paid and for any damages.
7. Sub-tenant understands they remain responsible to Tenant and Landlord for damages and monies owed.
8. Tenant may require for sub-tenant to pay a security deposit.

**If you should have additional questions please call our office at 264-3644.**