



Subleasing Your Apartment?

Here is what you need to know...

Deadlines:

- If you wish to sublease, all paperwork must be completed by the 15th of the month prior to the new resident taking over. This includes the new resident application and all required payments.

Details:

- **All subleases will begin on the 1st of the month.** We do not allow mid-month subleases.
- The current (departing) resident must have a zero balance.
- All fees must be paid before the subleasing process can begin.
- The new resident will need to complete an online application, including guarantor/other qualifying documents. Please contact the Leasing Center for qualifying options or if you have questions regarding how to qualify.
- Departing resident pays \$500 sublease fee. This will be posted to your online Resident Portal.
- New residents will pay the deposit (\$100) and application fee (\$250) for a total of \$350. This is paid during the application process.
- **Subleases will take the apartment AS IS.** This means they will assume responsibility for the remainder of the lease contract as well as any pre-existing damages within the apartment.
- **Key Exchange:** The departing resident will be responsible for handing over all keys/parking permits to the incoming resident.
- **Parking:** if the current resident has parking, then the person subleasing will automatically have parking included on their lease; if the current resident does not have parking, please let us know if the new resident would like to add parking. Parking is subject to availability.
- The new resident is required to provide proof of Renters Insurance and Electric Account prior to moving in.

Upon approval of the new resident, they (and guarantor, if applicable) will receive a Lease Agreement to review and sign. Both new and departing residents will receive the Roommate Replacement Addendum to sign. Once all documents have been signed, the process is complete.

• **Note: If you have renewed for the following lease term, please contact the Leasing Center as there will be additional requirements to return in August. If you have any questions, please do not hesitate to call, or email the Leasing Center. (512) 775-5825. live@1883atx.com.**