

# Flo-Mar Apartments

121 Perrin, Office  
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## Tenant Request to Sublease

Tenant would like to sublet the apartment, house or room located at \_\_\_\_\_.

1. It is agreed that this subleasing agreement does not alter the responsibility of the tenant or co-signers as set forth in the original lease. If the subtenant fails to pay all of the rent or causes damage, the tenant and co-signer will be responsible for the rent and damage. **It is also understood that the tenant is responsible for all rental payments (regardless of what day they move out) until the day the subtenant moves in.**
2. It is agreed that the subtenant must pay Flo-Mar's standard credit check fee and security deposit. The security deposit will be held in escrow by Flo-Mar as the agent of the original tenant. All subtenants must apply and be approved through Flo-Mar.
3. Subtenant must agree to incorporate tenant's lease into its sublease.
4. The tenant shall pay Flo-Mar a \$250 sublease processing fee per bedroom.
5. The tenant shall pay Flo-Mar the greater sum of \$45 or the amount billed by Flo-Mar's standard carpet cleaning vendor to clean the carpeting in the unit before the subtenant moves in.
6. It is agreed that the original tenant's security deposit will be refunded at the end of the lease term pursuant to the original lease.
7. It is agreed that the original tenant is ultimately responsible for finding a subtenant. Tenants are encouraged to use Craigslist, roommates.com, Facebook, the Eastern Echo and annarbor.com to advertise for a sublease. Tenants must place THEIR contact information on all ads and flyers so that they may field calls for potential sublessors. Tenant is responsible for coordinating apartment showings. Tenant should refer potential subtenants to Flo-Mar only when they are at the point of submitting an application.
8. Target date for subtenant's move in is \_\_\_\_\_. **Sublease request is not valid until payment is received.**

Tenant Name \_\_\_\_\_ Date \_\_\_\_\_  
(Print) (Sign)

Flo-Mar Apartments \_\_\_\_\_ Date \_\_\_\_\_  
(Print) (Sign)

**Flo-Mar Subtenant Search Service**

Flo-Mar can actively aid in the search for a subtenant. Flo-Mar can post requested subleases on the Flo-Mar web page and through our various advertising channels. The fee for Flo-Mar to assist in advertising is \$100.

Flo-Mar can also field phone calls, vet potential applicants and show the apartment. The tenant agrees to allow an agent of Flo-Mar to enter the premises to show the unit with proper notice. The fee for Flo-Mar to assist in vetting and showing the apartment is \$200.

**It is understood that using the Flo-Mar Subtenant Search Service in no way guarantees that Flo-Mar will find a subtenant and that the tenant is ultimately responsible for the rent until a subtenant is found.** It is also understood that once the service has been requested, the fee is due and payable immediately. The service fee is still owed to Flo-Mar even if, despite best efforts, no subtenant is found or tenant finds a subtenant on their own.

I would like to use Flo-Mar Subtenant Advertising Service: \_\_\_\_\_.

I would like to use Flo-Mar Subtenant Showing Service: \_\_\_\_\_.

Tenant Name \_\_\_\_\_ Date \_\_\_\_\_  
(Print) (Sign)

Flo-Mar Apartments \_\_\_\_\_ Date \_\_\_\_\_  
(Print) (Sign)