

Sublease Procedure

***Please note that the Sublease Agreement is complete **only after the leasing office has approved, signed, and returned a copy to you.**

1. Time

Before initiating the subleasing process, please check the original lease document to see if the date the subleser is moving out is at least **6 months before** the apartment lease expires. The deadline for subleasing is Jan 31st.

2. Identification

The subleser needs to turn in the sublease fee (in a form of a Money Order or Cashier's Check ONLY)

- Sublease fee is \$500 per person for tenants who have lived in City Park continuously for more than 12 months;
- Sublease fee is \$1000 per person for tenants who lived in City Park for less than 12 months continuously;
- Sublease fee is \$1000 per person for tenants under Moderate or Low income programs.

If the subletter has never lived in City Park Apartments before, he/she needs to turn in the following to the leasing office:

- 1) fill out an application form
- 2) bring in the physical copy of his/her picture ID
- 3) turn in the \$40 application fee (in a form of a Money Order or Cashier's Check ONLY)

If the subletter is an international student, he/she needs to email the following to cityparkusc@gmail.com:

- 1) Copy of I-20 form
- 2) Visa
- 3) Passport
- 4) Student ID
- 5) Original document of Notarized Parent's Guarantor Form (or \$500.00 extra deposit)

Once the new tenant passes the credit check, then he/she will be notified for further action.

3. Complete a sublease application

The subleser and subletter will need to finish a **sublease addendum** and submit it to the leasing office. (*See the sublease addendum example on our website.*) The subleser and subletter also need to complete a **security deposit breakdown agreement** with all of the original tenants.

4. Read the Master Lease

Subtenant represents that it has read and is familiar with the terms of the Master Lease. This Sublease is subject and subordinate to the Master Lease. If the Master Lease terminates, this Sublease shall terminate.

5. Cleaning

The subletter/subleser will need to document the condition of the apartment to the best of their abilities and complete a **non-cleaning agreement**. (*See attached non-cleaning agreement template below.*) Also, both the subleser and subletter must take plenty of pictures before the subletter moves in.

6. Keys

The subletter will hand over the keys and scanner to the new tenant on their own appropriate time.

7. Parking

If the subletter has a parking spot, please return the remote to the leasing office before you leave. If the new tenant wants to apply for a parking spot, a parking space registration will be required. The subletter will need to bring their driver's license, registration, and insurance to the leasing office in order to get a parking space. Our parking spaces are reserved for our current tenants only.

*****Deposit refund for subletters:**

Please notice that the new tenants need to **check-in in the leasing office with your ID** and finish the sublease checklist after checking the condition of the unit. **Please discuss with all tenants for possible cleaning and damage charges and fill in the deposit refund summary form (see attached)**. Once the sublease procedure is complete, subletters will receive their deposits in **21 business days**.