



Sublet Information

My name is:

My address is:

My bedroom is:

My Subtenant is:

His / Her contact is:

My subtenant is moving in:

Moving out:

My roommates are aware of and approve of this sublet. Yes No

- I understand this information is due to Bettina@24DoorsPM.com no later than December 1 to ensure the correct paperwork is complete prior to the subtenant moving in. That if this information is not given to Bettina@24DoorsPM.com by December 1 the proper paperwork and information will not be complete and the subtenant will not be able to move in until January 15 and I will be responsible for the rent until that time.
- I understand there is a \$500.00 admin fee and \$250.00 cleaning fee to sublet my room.
- I understand it is my responsibility to ensure the new Tenant has front, back & bedroom door codes and the WiFi code.
- I have told my subtenant that they **and** their guarantor must complete and pay for an online application.
- I have told my subtenant they must pay a deposit

BETTINA PFEIFFENBEGER | Residential Property Manager

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24 Doors Property Management | HGC Asset Management, LP