



Sublet Information

My name is:

My address is:

My bedroom is:

My Subtenant is:

His / Her contact is:

I am moving out:

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 completed prior to the subtenant moving in. 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 and \$250.00 cleaning fee to sublet my room. This will deep clean it before you move out and again before you move back in
- 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.

BETTINA PFEIFFENBEGER | Residential Property Manager

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