

SUBLETTING INFORMATION

Information for the lease holder(s):

- **READ** the policies and **POLICIES AND PROCEDURES FOR SUBLET** as per Residential Tenancies Branch
- **FILL IN** the **TENANT NOTICE OF TERMINATION OF TENANCY** and attach a cheque or money order for the \$75.00 fee, payable to Houston Properties. This is non-refundable if the current tenant changes his/her mind and not sublet.
- **INFORM** the Resident Caretaker/Manager, and return the completed sublet form with the \$75.00 fee.
- This fee is to cover only the administration costs. It is the tenants responsibility to advertise, show the suite and pre-screen applicants.
- **THE TENANT IS RESPONSIBLE FOR THE RENT ON THEIR SUITE UNTIL A NEW APPLICANT HAS BEEN FOUND AND APPROVED BY HOUSTON PROPERTIES OR THEIR LEASE TERM COMES TO AN END, WHICHEVER HAPPENS FIRST.**
- It is the current tenants responsibility to keep their suite clean and tidy during the renting process. poor housekeeping could prevent the suite from renting.
- If the tenant has someone see the suite, the interested person must contact the Resident Caretaker/Manager to complete the application. At that time, they must have the security deposit to submit along with the application.
- Houston Properties qualifications for residents includes:
 - 2 years rental history with a property management company
 - 2 years consistent work history
- Houston Properties will contact both parties once they have an approved applicant.
- The Resident Caretaker/Manager will supply a copy of the Move-Out – Information Sheet for you to use as a guideline when cleaning your suite for the out-going report.
- Please contact the Resident Caretaker/Manager to schedule an outgoing report.

TENANT NOTICE OF TERMINATION OF TENANCY

To be completed and signed by the tenant(s) and returned to Houston Properties before assignment can be initiated.

Tenant Name(s): _____

(Please print clearly)

Complete Address: _____

Telephone Number: Home: _____ Cell: _____ Business: _____

Proposed Vacate Date: _____, 20____.

I understand there is a \$75.00 assignment fee if my lease is not finished, and I intend to sublet/assign my suite.

I WILL BE RESPONSIBLE FOR THE RENT ON MY SUITE UNTIL IT IS RENTED.

I acknowledge receipt of Move Out-Information Sheet.

Signature _____

This document will serve as my authorization for the Landlord (Houston Properties) to show the apartment.

Automatic withdrawal payments will be cancelled by Houston Properties as of the sublet date.

I also understand that it is my responsibility to vacate the suite no later 3:00pm on the last day of the month and to contact the Caretaker/Manager to complete a move out report. A completed report will aid in the return of my damage deposit.

Tenant

Date

Sublet Fee - Paid

POLICIES AND PROCEDURES FOR SUBLET

As Per Residential Tenancies Branch:

- A sublet is not valid unless the Landlord gives written consent. The Landlord cannot refuse to give consent unless they have a valid reason.
- When consenting to a sublet the Landlord can ask the new tenant for:
 - A security deposit; and
 - Payment of the first month's rent.
- A Landlord may charge the original tenant up to a \$75.00 fee for subletting. The Landlord can only charge the fee if they approve of the sublet.
- A tenant who wants to sublet should expect the Landlord to check the references of a prospective tenant. Reference checks could take up to five (5) business days if references are out of town or during holidays. Approval is based on past rental history, credit references and employment history.
- Damage deposits are non-transferrable.
- Once a Landlord approves an application they will contact both parties notifying them of the approval.
- The tenant is responsible to pay any outstanding rent arrears and fees prior to the move out date.