

Policies and procedures for Sub-letting your apartment

Tenants are reminded that your lease does not permit sub-letting your apartment unless written permission is granted by the owner of your building. Generally speaking a request to sub-let will only be considered when the departing tenant is leaving for 1) the purpose of accepting employment or pursuing further education at a different institution, **AND** 2) the location of that employment or educational institution is more than 50 miles from the University of Cincinnati, **In reviewing the steps listed below keep in mind that under Ohio law on the subject of sub-letting, the formal agreement is actually between the departing tenant and their sub-let. The departing tenant is still subject to the lease terms until the lease expires and is responsible for the actions of their sub-let.**

The following steps are your guideline when applying for permission to sub-let.

- 1) The departing tenant making the request must first provide a letter, on appropriate letterhead, from the entity causing the tenant to need to leave. Such letter must include a name, title and phone number of an individual who can be contacted if necessary to verify the tenant's need to move.
- 2) The in-coming sub-let must complete and submit an application to the owner for approval. As with all applications, a clear, preferably color, copy of the sub-let's driver's license must be included.
- 3) Under all circumstances, at least 1 of the original signatories of the lease must remain in residence in the apartment. Those signatories remaining in the apartment must in written form approve and accept the proposed sub-let. Upon the acceptance by the owner of a sub-let, the sub-let's share of any rent shall be given to the departed tenant, or their designee, and the full rent each month shall be paid by a single check, as specified in the lease, by one of the remaining original signatories.
- 4) The Departing Tenant and the Sub-Let must sign the Sub-Let Agreement created by Owner for this purpose. Any additions, deletions or modifications of the Agreement shall render the Agreement invalid. After completion of the Agreement by the Departing Tenant and the Sub-Let it must be submitted to Owner for Owner's signature. Owner shall retain a copy of the Agreement and return the original to the Departing Tenant. It shall be Departing Tenant's responsibility to forward a copy of the Agreement to the Sub-Let.
- 5) The Departing Tenant will be charged an administrative fee of \$100 for the time and effort required to facilitate this request. Payment must be included with the completed Agreement form when submitted to Owner for final approval.

Departing tenants are reminded that in the event that their sub-let defaults on their agreement, any subsequent legal filings by owner will be against the departing tenant, not the sub-let. Those legal proceedings become a part of a person's credit history which can impact both credit inquiries and employment opportunities.