
Sublet/Relet Policy v01.20

If you need to consider moving prior to your lease expiration you have the following options to choose from.

You have the legal right to sublet your apartment. There is no cost associated to subleasing your apartment unless the property were to incur advertising/leasing costs which you are required to reimburse.

The following is applicable to Option A and Option B only: Your rights regarding subleasing your apartment are outlined in your apartment lease. Essentially, we permit someone to reside in the unit and can pay rent to you directly or to Kass Management Services Inc. Your lease would still be assigned to you, as it is now, and you are still responsible for the remaining lease term including any rent due as well as all compliance of all lease rules and regulations by the new sub-lessee.

Option A – Tenant Sublet

If you choose Option A, Tenant Sublet, you will do the following:

- 1) Contact your property manager via email and the resident advisor department at leasing@kassmanagement.com and they will give you the appropriate paperwork to have filled out.
- 2) Upon completion of the above referenced paperwork, you will begin advertising and showing your unit yourself.
- 3) To submit an application, apply online at <http://kassmanagement.com/apply-now>.
- 4) Once you have identified an interested party and the applicant(s) is going to apply, send an email to the resident advisor department at leasing@kassmanagement.com and your property manager with all the below:
 - a. Please confirm that your account balance is paid in full and that your ledger balance is \$0.00.
 - b. Names all of that will apply.
 - c. Date discussed for sublease start date purposes.
 - d. Confirm the end date of sublease is the end date of your lease. If a shorter sublease is to occur, please explain to management the reason for such. Please note, you will be responsible for the remaining term.
 - e. If you are renting an ancillary item (i.e. parking, storage, bike), will they be taking those as well? If they are not taking those, you are responsible for payment.
 - f. As a leaseholder you are ultimately responsible for any lease charges.
 - g. An application must be completed by any person over the age of 18 that will reside in the apartment (even if they do not wish to be on the sublease). Submitted with the application should be: Photo ID and proof of income (paystubs, employment letter, W2, etc.)
 - h. An application fee applies, and it must be paid online during the application process.
- 5) After all the application(s) have been submitted and the application fee has been paid by the proposed sublessee(s), Kass Management will perform a screening/background check.
- 6) Upon completion, all parties will be made aware of the approval/denial of the application(s).
- 7) Upon approval, Kass Management and the resident advisor department will prepare the sublease agreement between all parties. The resident is not to allow any sublessee access to the property or to move-in until such sublease agreement is fully executed.
- 8) Please note unless agreed upon in writing with your property manager your apartment will not be painted or cleaned for the new resident. It is your responsibility to have your apartment in an acceptable state for the new resident.
- 9) Please note that you are responsible for maintaining active utility accounts throughout the duration of your lease.
- 10) In the event the unit is not in an acceptable condition your sublessee may reserve the right to terminate the agreement.

Option B – Sublet (Reimbursement of Advertising/Leasing Cost Will Apply)

If you choose Option B, Sublet, you will do the following:

- 1) Contact your property manager via email and the resident advisor department at leasing@kassmanagement.com and they will give you the appropriate paperwork to have filled out.
- 2) Upon completion of the above referenced paperwork, Kass Management will begin to market and show your unit as well as handle the application process. Our management office will remain in contact with you throughout the entire process. However, we recommend that you reach out to the management office every 14 days for an update.
- 3) Once application(s) have been received you will be notified as such of the cost that has been incurred related to advertising/subleasing of your unit. Those costs typically equal one month's rent. Payment of this cost shall be made at that time. In the event the sublessee was to back out prior to the sublease being executed those paid costs shall be refunded.
- 4) After all the application(s) have been submitted and the application fee has been paid by the proposed sublessee(s), Kass Management will perform a screening/background check. Submitted with the application should be: Photo ID and proof of income (paystubs, employment letter, W2, etc.)

- 5) Upon completion, all parties will be made aware of the approval/denial of the application(s).
- 6) Please confirm that your account balance is paid in full and that your ledger balance is \$0.00.
- 7) Upon approval, Kass Management and the resident advisor department will prepare the sublease agreement between all parties.
- 8) Please note unless agreed upon in writing with your property manager your apartment will not be painted or cleaned for the new resident. It is your responsibility to have your apartment in an acceptable state for the new resident. Therefore, the sublease will state the apartment is being taken in "as is condition."
- 9) Please note that you are responsible for maintaining active utility accounts throughout the duration of your lease.
- 10) In the event the unit is not in an acceptable condition you may still be responsible for your lease and the advertising/leasing costs will not be refunded.

Option C – Tenant Self Re-let (Self Re-let Termination Administrative Fee* Applies)

If you are not interested in subleasing the apartment you have the option to do a tenant self re-let which is similar to the sublease process except, we will terminate your lease and enter into a new lease with the proposed applicant that you bring forth and you will pay the Self Re-let Termination Administrative Fee* for this. By doing this you will have no responsibility for the lease after they have signed a lease and moved in.

If you choose Option C, Tenant Self Re-let, you will do the following:

- 1) Contact your property manager via email and the resident advisor department at leasing@kassmanagement.com and they will give you the appropriate paperwork to have filled out.
- 2) Upon completion of the above referenced paperwork, you will begin advertising and showing your unit yourself.
- 3) To submit an application, apply online at <http://kassmanagement.com/apply-now>.
- 4) Once you have identified an interested party and the applicant(s) is going to apply, send an email to the resident advisor department at leasing@kassmanagement.com and your property manager with all the below:
 - a. Please confirm that your account balance is paid in full and that your ledger balance is \$0.00.
 - b. Names of all that will apply.
 - c. Date discussed for lease start date purposes. Please know that leases should start on the 1st of the month.
 - d. Confirm the end date (the end date must match with your lease expiration date). In the event your lease is set to expire soon, we will be able to discuss longer lease term options that may be available.
 - e. If you are renting an ancillary item (i.e. parking, storage, bike), will they be taking those as well? If they are not taking those, we may permit those ancillary item(s) to be terminated at no additional cost.
 - f. An application must be completed by any person over the age of 18 that will reside in the apartment (even if they do not wish to be on the lease). Submitted with the application should be: Photo ID and proof of income (paystubs, employment letter, W2, etc.)
 - g. An application fee applies, and it must be paid online during the application process.
 - h. The Self Re-let Termination Administrative Fee* will need to be paid at or before application submittal.
- 5) After all the application(s) have been submitted and the application fee has been paid by the proposed sublessee(s), Kass Management will perform a screening/background check.
- 6) Upon completion, all parties will be made aware of the approval/denial of the application(s).
- 7) Upon approval, Kass Management and the resident advisor department will prepare a new lease agreement between all parties, applicant will owe one full month of rent, lease administrative fees and any other applicable charges that may apply.
- 8) In the event of a denial, the Self Re-let Termination Administrative Fee* can be refunded or applied to account for lease charge purposes.
- 9) Please note unless agreed upon in writing with your property manager your apartment will not be painted or cleaned for the new resident. It is your responsibility to have your apartment in an acceptable state for the new resident. Therefore, the new lease will state the apartment is being taken in "as is condition."
- 10) Please note that you are responsible for maintaining the utilities until the start date of the new lease.
- 11) In the event the unit is not in an acceptable condition you may still be responsible for your lease.

Option D – Re-let (Reimbursement of Advertising/Leasing Cost Will Apply)

If you are not interested in subleasing or doing a self re-let you have the option to allow the property to relet the unit for you. In the event it is successful we will terminate the lease and enter a new lease with the proposed applicants and you will only be responsible for the advertising/leasing costs that the property incurs. By doing this you will have no responsibility for the lease after they have signed a lease and moved in.

If you choose Option D, Re-let, you will do the following:

- 1) Contact your property manager via email and the resident advisor department at leasing@kassmanagement.com and they will give you the appropriate paperwork to have filled out.
- 2) Upon completion of the above referenced paperwork, Kass Management will begin to market and show your unit as well as handle the application process. Our management office will remain in contact with you throughout the entire process. However, we recommend that you reach out to the management office every 14 days for an update.
- 3) Once application(s) have been received you will be notified of the cost that has been incurred related to advertising/leasing of your unit. Those costs typically equal one month's rent. In the event the lessee was to back out prior to the lease being executed those paid costs shall be refunded.
- 4) After all the application(s) have been submitted and the application fee has been paid by the proposed tenant(s), Kass Management will perform a screening/background check. Submitted with the application should be: Photo ID and proof of income (paystubs, employment letter, W2, etc.)
- 5) Upon completion, all parties will be made aware of the approval/denial of the application(s).
- 6) Please confirm that your account balance is paid in full and that your ledger balance is \$0.00.
- 7) Upon approval, Kass Management and the resident advisor department will prepare a new lease agreement between all parties, applicant will owe one full month of rent, lease administrative fees and any other applicable charges that may apply.
- 8) Please note unless agreed upon in writing with your property manager your apartment will not be painted or cleaned for the new resident. It is your responsibility to have your apartment in an acceptable state for the new resident. Therefore, the new lease will state the apartment is being taken in "as is condition."
- 9) Please note that you are responsible for maintaining the utilities until the start date of the new lease.
- 10) In the event the unit is not in an acceptable condition you may still be responsible for your lease and the advertising/leasing costs will not be refunded.

*Contact management regarding specific fee amount

Also, please remember if any unpaid rent or damages charges are left on your account you will be placed with a professional collections agency.