

**Harwin Management Co.**  
**Sublease form**  
**(Sublease Fee \$75 per sublease)**

This is an agreement to sublet real property according to the terms specified below.

The tenant agrees to sublet and the sublessor agrees to take the premises described below. Both parties agree to keep, preform, and fulfill the promises, conditions and agreements expressed below:

- The Tenant on Lease is \_\_\_\_\_ EMAIL \_\_\_\_\_
- The Sublessor is: \_\_\_\_\_ Phone # \_\_\_\_\_
- Sublessor EMAIL \_\_\_\_\_
- Address of Premises \_\_\_\_\_ Unit# \_\_\_\_\_
- Term of the sublease is (beginning date) \_\_\_\_\_ (ending date) \_\_\_\_\_
- \*\*\*The RENT is \$ \_\_\_\_\_ per month, payable in advance on the first day of the month.  
Payable to (tenants name) \_\_\_\_\_  
at address (tenants address) \_\_\_\_\_  
\*\*\* (sublessors pay Tenants rent and Tenants pay Management their monthly rent. Management does not accept rent checks from sublessors)
- The Sublease agreement will terminate on DATE \_\_\_\_\_. There shall be no holding over under the terms of this sublease agreement under any circumstances.
- All charges for utilities service turned on by the Tenant for the premises (check one) will be \_\_\_\_\_ will not be \_\_\_\_\_ included in the monthly rent amount to be paid. If utilities are not included the sublessor agrees to pay \$ \_\_\_\_\_ per month for the following utilities (list utilities to be paid for by sublessor)  
Gas \_\_\_\_\_ Electric \_\_\_\_\_ Cable/Internet \_\_\_\_\_ Water \_\_\_\_\_ Other \_\_\_\_\_
- Sublessor agrees to pay to Tenant a deposit of \$ \_\_\_\_\_ to cover damages, cleaning, unpaid rent, late fees, unpaid utilities. Sublessor agrees that if the premises and contents thereof are returned to him/her in the same condition as when received by the Tenant, and if there is no unpaid rent or unpaid utility bills or late fees owed by sublessor s/he will refund to the sublessor his/her deposit at the end of the term within 15 days. Any reason for retaining a portion of the deposit shall be explained in writing within 15 days to the sublessor.
- Sublessor agrees to surrender and deliver to the Tenant the premises in as good of condition as it was at the beginning of the term. The sublessor will be liable to the Tenant for any damages occurring to the premises or the contents thereof or to the building which are done by the sublessor or his/her guests.
- The sublessor will provide the Tenant with a check-in sheet within 3 days after the time the sublessor takes possession of the unit/premises. (Management recommends that the Tenant takes photos before sublessor moves in)
- The sublessor agreement incorporates and is subject to the original lease agreement between the Tenant and his Lessor (Harwin Management Company), a copy of which is attached hereto, and which is hereby referred to and incorporated as if it were set out here at length. The sublessor agrees to assume all of the obligations and responsibilities of the Tenant under the original lease for the duration of the sublease agreement.
- The word "Sublessor" and "Tenant" as used herein include the plural as well as the singular: no regard for gender is intended by the language of its sublease.

Sublessor Sign \_\_\_\_\_ Date \_\_\_\_\_

Tenant Sign \_\_\_\_\_ Date \_\_\_\_\_

**\*\*\*ONE COPY TO SUBLESSOR, ONE COPY FOR TENANT TO KEEP AND ONE COPY MUST BE SUBMITTED TO HARWIN MANAGEMENT WITH THE \$75 FEE.\*\*\***