Subletting your rental?

Know Your Rights!
...and responsibilities
A few steps...

1. Check your lease.
2. Does it give you direction on how to proceed with subletting?
3. If yes, follow those guidelines.
4. If no, talk to your landlord FIRST. (S/he has the right to refuse)
5. Create a short document that outlines the terms & conditions of a person subletting from you.

What to include in your sublet agreement:

1. Name of subletter
2. The length of the agreement
3. Amount of rent s/he owes
4. When rent is due
5. Directions on how to pay rent (mail to xyz address)
6. The landlord & your contact information
7. Who to contact in an emergency
8. What they can use (“No use of shed”)
9. The subletter agrees to the other terms of the original lease during their term
10. A SIGNATURE from YOU, YOUR LANDLORD, & the subletter
11. For you: Make a copy & attach to your original lease for your records
12. For subletter: Give him/her a copy of your lease & sublet agreement

Keep in mind…
You have the original contract with the landlord. If the subletter doesn’t pay or damages the property, you may be responsible.

You want to create a clear document with signatures so no one can say “I didn’t know”.

*This is not to be used as legal advice.*