



Sublease Form

According to the terms of your lease, you are responsible for rent and utilities until the expiration of the lease. You may sublease the apartment, with our approval. You will be released only when the following conditions are met:

1. Sublease agreement has been signed and sublease fee paid.
2. Your manager must receive an application and deposit from prospective tenant(s).
* The new tenant will be required to give deposit to Prairie Oak Properties equal to one month's rent.
3. You will be released of your obligations only when the lease (not the application) has been signed.

If move-in occurs mid-month you are responsible for paying the full month. Prorated rent collected for that month from the new tenant will be credited to you on your deposit return form.

There must be **three** full days between move out and move in for painting, repairs, and carpet cleaning. Your carpets must be professionally cleaned using the extraction method. You are required to leave them in the same condition, less normal wear and tear. Carpet cleaning will be scheduled by management and costs will be taken out of your deposit.

Keys must be returned to management along with a forwarding address. Keys will be given out to the new tenant by management only after an inspection of the unit has been made and the unit is ready. **DO NOT GIVE KEYS TO THE NEW TENANT.**

NOTICE OF INTENT TO SUBLEASE

Date: _____ You are hereby advised that the undersigned will vacate (address) _____ (unit #) _____ On (date) _____, 20_____. The date given is a definite vacating date. I will return all apartment keys to Prairie Oak Properties Management on or before the above vacating date. I authorize the release of keys after that date. If you would like a cleaning inspection it should be scheduled on or before the given date. I understand that the giving of this notice does not release me of any liability that I may have under my present rental agreement until all sublease conditions have been satisfied. I agree to pay the \$250 sublease fee once my unit has been re-rented.

Resident: _____

Phone # _____

Management _____