

Sublease Instructions (Please print)

The attached sublease is provided by the Boone Tenants Association, associated with the YMCA office in the basement of Brady Commons. Please use one sublease form per subleser. Fill out the attached sublease, making sure that your subleser fills in the blanks at the bottom with his or her name, permanent address and current phone number. Please note the following important subleasing guidelines:

1) You are required to continue paying rent to us and have your subleser pay you. That way, you know that the sublesor has paid. Remember that you already paid July rent to us last year when you paid your August rent. (Obviously, however, you will want to collect July rent from your subleser.)

2) We advise you to take a security deposit from your subleser, especially if you will not be coming back to Columbia to clean your place at the end of the lease. So that you and your subleser know what our expectations are at the end of the lease, attached are the cleaning checklist and instructions we will deliver to your place in July.

3) Discuss utilities with the sublesers. Tell them when you are turning off utilities and when they will need to turn them on. Schedule utilities so as not to disrupt services. Give the sublesers the following numbers: City of Columbia Water & Light, 573-874-7380; AmerenUE (hot water and furnace), 800-552-7583.

4) All the original residents on the lease must write and sign a brief statement giving permission for the sublesers (name them in your statement) to sublease. This ensures that everyone is in agreement regarding the sublease arrangements. Attach the statement to the sublease or write it on the back of the sublease form.

5) Provide a copy of your original lease to the subleser, make copies of the sublease for yourself and your subleser, then turn in the original. We will attach the sublease to the original lease.

Please let us know if you have any questions. You may reach Denice at 573-864-5400 or Wendy at 573-808-4342. For legal advice, you will need to contact a lawyer or Student Legal Services at 882-3780.

Sub-lease agreement below

SUBLEASE AGREEMENT

This sublease is made on the _____ day of _____, 20__ by and between _____ (tenant) and _____ (subleaser).

WITNESSETH:

The tenant hereby subleases to the subtenant and the subtenant hereby agrees to sublease from the tenant the following described property located at _____ (address), for the term beginning on _____, 20__ and ending on _____, 20__, subject to the following terms and conditions.

1. Rent:

Subtenant agrees to pay as rent the sum of \$ _____ per month, in advance, beginning _____, 20__ and payable to the tenant on or before the _____ day of each month. If payment is to be made directly to the landlord, said rent payment is in full satisfaction of tenant's obligation to the landlord hereunder.

2. Security Deposit: [use a or b, and cross out the one you do not use]

a: Subtenant agrees to pay to tenant the sum of \$ _____ as a security deposit for his/her performance of this sublease and the original lease. Upon the completion of this sublease, subtenant shall be entitled to receive from the landlord the amount owed by the landlord to the tenant. Subtenant specifically agrees that recovery of this interest in said Security Deposit shall be made harmless of any liability thereon.

b: The subtenant agrees to pay tenant the sum of \$ _____ as a security deposit. The tenant shall hold this deposit through the term of the sublease, and return it less amounts withheld as permitted by law (Mo. Rev. Statutes §535.300).

The Security Deposit shall be deposited at _____ (name of bank) and shall not be used for any other purpose than those provided by law. Interest accrued on the deposit for the duration of the sublease at a rate of _____% shall be given to the subtenant unless there is an amount greater than the security deposit due to the tenant by the subtenant.

3. Original Lease:

Subtenant acknowledges and agrees that he is bound by the terms of the original lease for the duration of his/her sublease, a copy of which is attached thereto, which is hereby incorporated by reference, and made a part of this sublease. Subtenant agrees to hold tenant harmless from nonperformance by subtenant of any of the provisions of the original lease.

4. Utilities:

The subtenant shall pay all bills on the following utilities: _____ beginning on the starting date of this sublease.

5. Joint and Several Obligation:

If the premises are sublet as a rental unit to more than one subtenant, each subtenant is jointly and severally (individually) responsible for the total rent agreed to in this sublease.

6. Landlord's Consent:

Landlord/Management Company representative name: (printed) _____

Landlord/Management Company representative signature: _____ is aware of and consents to this sublet agreement.

7. In Witness Whereof, the parties to this sublease affix their signatures on the _____ day of _____, 20__.

Tenant name, phone number, and e-mail address

Tenant permanent address

Subtenant name, phone number, and e-mail address

Subtenant permanent address

