

Sublease Instructions

The attached sublease is provided by the Boone Tenants Association in the Student Center. Use one sublease form per subleser. Fill out the sublease, making sure your subleser provides his/her name, permanent address and cell number at the bottom.

RENT PAYMENT: Continue paying rent to us and have your subleser pay you, so you know he/she has paid. Remember, you already paid July rent last year when you paid August rent, so you will need to collect July rent from your subleser.

SECURITY DEPOSIT: Take a security deposit, especially if you are not coming back at the end of your lease to clean. Please print for your subleser the cleaning checklist and move-out instructions provided as a link on the Tenant Info page of www.denice.com.

UTILITIES: Discuss utilities with your subleser. Coordinate with subleser and with utilities companies the shut off and turn on date so as not to disrupt services. Utilities numbers: City of Columbia Water & Light, 573-874-7380; Ameren (hot water and furnace), 800-552-7583.

TRASH: Tell sublesers about trash. Summer trash collection in East Campus is early Monday mornings. If you have a trash bin, you must roll it to the curb on Sunday evening and roll it back to the building by Monday afternoon or incur a trash service fee of up to \$40 per week.

ROOMMATES' CONSENT: All original residents on the lease must sign the sublease giving permission for the subleser to sublease. This ensures everyone agrees to the sublease arrangements. See signature lines on item #7 of the sublease agreement.

SUBLEASE TO LANDLORD: Give 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 questions. You may reach Denice at 573-864-5400 or Wendy at 573-808-4342. For legal advice, contact an attorney or Student Legal Services at 882-3780.

SUBLEASE AGREEMENT

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

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: 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).

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. Trash Service Fee for Trash Bins at Ross Street and Anthony Place: Subtenant is responsible for taking the trash bin to the curb on Monday mornings for city trash collection. Subtenant will pay a trash service fee of \$20 to Warnken Properties if Management takes the trash bin to the curb or back to the building on trash day for subtenant.

6. 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.

7. Roommates’ Consent: The following signatures represent permission granted by original tenants for the above named subtenant to sublease the property.

- 1) _____
- 2) _____
- 3) _____

8. Landlord Confirmation: Landlord confirms roommates have provided consent to sublet agreement. ____ (initial)

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

Tenant Signature _____
Subtenant Signature _____

Tenant name, phone number, and e-mail address

Tenant permanent address

Subtenant name, phone number, and e-mail address

Subtenant permanent address

