

# Transfer/Subleasing/Buyout Form

No Cash Accepted, Check or Money Order Only.

Tenant Name(s) \_\_\_\_\_

Current Address \_\_\_\_\_

Current Telephone \_\_\_\_\_

Please check one of the following boxes:

**Transfer:**

The above Tenant(s), hereby referred to as LESSEE, having leased the above referenced address from \_\_\_\_\_, hereby referred to as LESSOR, requests transfer to a different address, also operated by LESSOR. LESSEE agrees to leave the current unit in a clean condition, as well as have all carpeted areas professionally steam cleaned. Also, LESSEE agrees to pay for any additional repairs or cleaning required by LESSOR. The LESSEE shall also be charged a \$75.00 non refundable transfer fee. LESSEE is required to sign a new lease agreement with LESSOR, which may obligate LESSEE to pay an additional security deposit. Until the new lease agreement is signed, LESSEE shall be bound by the existing lease agreement for the above referenced address\*.

**Subleasing:**

The above Tenant(s), hereby referred to as LESSEE, having leased the above referenced apartment, from \_\_\_\_\_ hereby referred to as LESSOR, request LESSOR to allow the LESSEE to locate a new LESSEE for the above address. This request is made due to the fact that LESSEE wishes to vacate the above referenced address before the expiration of their current lease. For this form to be valid, LESSEE must understand and agree that the following three conditions must be complied with: 1) The subleasing fee must be paid, and this subleasing form signed; 2) A new, approved LESSEE must be located; 3) The new LESSEE must sign a new lease and pay a security deposit, separate and apart from the original LESSEE'S security deposit. If all three of these conditions are not met, then the abandonment clause in the current LESSEE'S lease shall apply. All damages to the above address shall be paid for by the above Tenant(s), said damages to be solely determined by the LESSOR. The above LESSEE agrees to unconditionally pay for any and all damage in the apartment incurred at anytime during the terms of the their lease. Also, LESSEE agrees to pay \$300.00 to LESSOR, as an administrative fee. Further, LESSEE understands that they shall be continually liable for all costs until the end of their current lease. If for any reason the LESSOR incurs costs through the lease expiration of LESSEE, which are not paid by new LESSEE, the LESSEE agree to pay LESSOR for these costs\*.

**Buyout:**

The above Tenant(s), hereby referred to as LESSEE, having leased the above referenced apartment from \_\_\_\_\_ hereby referred to as LESSOR, request LESSOR to allow the LESSEE to buyout their current lease for the above referenced address. This request is made due to the fact that LESSEE wishes to vacate his apartment before the expiration of their current lease. LESSEE understands and agrees that the buyout fee is equal to 3 times their stated monthly rent, which is \$ \_\_\_\_\_. LESSEE also understands and agrees they may forfeit their deposit of \$ \_\_\_\_\_ towards this balance. LESSEE agrees to be bound to his signed lease agreement, remaining responsible for all rent and fees until said unit is vacated. All damages to the above referenced address shall be paid for by LESSEE, in addition to the buyout fees; said damages to be solely determined by the LESSOR\*.

New Address: \_\_\_\_\_

Employment \_\_\_\_\_

Telephone (H) \_\_\_\_\_

(W) \_\_\_\_\_

(W) \_\_\_\_\_

Current LESSEE \_\_\_\_\_ Date \_\_\_\_\_

Current LESSEE \_\_\_\_\_ Date \_\_\_\_\_

Manager \_\_\_\_\_

Property \_\_\_\_\_

Approved by Director of Leasing & Collections

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