

January 01, 2012

Guide to subletting

Northeastern University - Off Campus Student Services

Recommended Citation

Northeastern University - Off Campus Student Services, "Guide to subletting" (2012). *Off Campus Student Services Documents*. Paper 3. <http://hdl.handle.net/2047/d20004119>

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Guide to Subletting

Sub-lessor is the original tenant

Sub-lessee is the person who sublets from the original tenant

- 1) **Landlord Permission.** Check your lease to be sure that you are permitted to sublet. If you sublet without the landlord's written permission, the landlord can evict the sub-lessees and hold the sub-lessor liable for the remaining rent and any damages.
- 2) **Landlord Sublet Procedures/Fee.** Landlords may require a sublet-fee, which can be up to one month's rent. Ask your landlord what is required to sublet, and make sure you follow that procedure. You may have to sign a Sublease agreement along with your sub-lessee and other roommates. If a fee is required, ask for a breakdown in writing.
- 3) **Roommate Agreement.** If you have roommates, it is important that they meet and are comfortable with the sub-lessee, since they will be living with him/her. Remind your roommates that they are jointly liable for rent, so if you do not find an agreeable sub-lessee, and rent cannot be paid, the landlord may try to collect from the other roommates.
- 4) **Screen possible Sub-lessees.** You will want to make sure that the person subletting from you is able to pay the rent and has not had problems with past rental situations. You can do this by asking potential renters for landlord references. A landlord also may choose to screen the potential renter themselves.
- 5) **Sublet Agreements.** Remember, your name is on the original lease, you are ultimately responsible for unpaid rent or apartment damages. You should create a sublet agreement between you and your sub-lessee, specifying the following:
 - i. **Inventory of furniture left in the unit.** When you return, you want to be sure everything is as it was when you left.
 - ii. **The Dates of the sublease.** The sub-lessee should know the exact move-in and move-out dates of the sublet.
 - iii. **Keys.** How many keys are you passing over to the sub-lessee? Will he/she be returning the keys to you or the landlord? There is likely a fee for lost keys.
 - iv. **Sub-lessee responsibilities.** Will he/she be paying utilities, Comcast bill or NSTAR? Do you have plants or pets to be tended to?
 - v. **End of lease.** If the sub-lessee is renting for the remainder of your lease, who is responsible for cleaning the apartment? You stand to lose value in your security deposit if the apartment is not left as expected.
- 6) **Payment.** It is best that the sub-lessee pay the rent directly to the landlord. Ensure that your landlord has his/her banking information. The sub-lessee may take the landlord's payment expectations more seriously than yours.
- 7) **Copies.** Have a signed copy of all agreements between you, the sub-lessee and landlord!

