

# Steps to Sublet

Sublessee



I need a room!



Plan in advance to **find a sublet** using the Apartment Search Database [aptsearch.northeastern.edu](http://aptsearch.northeastern.edu)



Verify that your sublessor has obtained the **landlord's permission** in writing

Without permission, you may be evicted!



Select your sublet and **agree to terms**



Get a copy of the **original lease**

Determine landlord requirements and possible **sublet fees**  
! can be upto a month's rent



Sublet Agreement Tips!

- ★ Make an inventory of furniture left in the apartment
- ★ What bills are the sub-lessee responsible for?
- ★ How many keys are you handing over to your sub-lessee?
- ★ Include the dates of the sublease
- ★ Who will be responsible for cleaning the apartment and collecting the security deposit at the end of the term?

Make a **sublet agreement** to avoid confusion

! **save a copy of the signed agreement**



sort out details of **rent payment**

Rent should go directly to the landlord



# Steps to Sublet



Take my room!



Without permission, your sublessee can be evicted and you may be held liable for rent and damages!

Obtain your **landlord's permission** in writing

Determine landlord requirements and possible **sublet fees**

! Can be up to a month's rent



Select your sublessee and **agree to terms**

**Screen sublessees**  
- past rental issues?  
- compatible with roommates?

**Find a sublessee** using the Apartment Search Database  
[aptsearch.northeastern.edu](http://aptsearch.northeastern.edu)

## Sublet Agreement Tips!

- ★ Make an inventory of furniture left in the apartment
- ★ Move-in and move-out dates of the sublease
- ★ How many keys are you giving to your sublessee?
- ★ What bills are the sub-lessee responsible for?
- ★ Do plants or pets need care?
- ★ Who will be responsible for cleaning the apartment and collecting the security deposit at the end of the term?



Rent should go directly to landlord

Make a **sublet agreement** to help avoid confusion

! Save a copy of signed agreement

Sort out details of **rent payment**

