



# Alpha-Omega Properties, Inc.

*Providing Quality Service from Beginning to End*

## SUBLETTING PROCEDURES

### Scenario 1: I need to get out of my lease because I am being transferred

FEE \$100 – follow the bullet points listed below

### Scenario 2: I am just leaving and nothing will happen, right?

If you move out, according to your lease you are abandoning the property and breaking your lease. You will be charged the reletting fee as well as all accelerated rent thru the lease ending date, until Alpha-Omega approves a new tenant. Once a new tenant has moved into the property, your account will be credited accordingly. Any outstanding balance will be turned over to a collection agency and will appear on your credit history as well as any guarantor's credit history.

If you will not be fulfilling your lease contract term, no matter the reason (purchased a house, job change, family emergency etc.), you **MUST** notify the AOP office immediately.

- Any **NEW** tenant **MUST** complete an application, pay the application fees (\$100), be approved and sign a lease before they occupy the unit.
- Each tenant must qualify for said property on their own, if 2 times the monthly rent is not shown, then a guarantor is needed, guarantor fee (\$30)
- A new lease will be executed for the remaining days/months left in the original lease and completed with all necessary signatures, roommate change fee \$100
- Security Deposits and/or Pet Deposits are to be exchanged by incoming and outgoing residents. As stated on the "Lease Contract Amendment for Replacements and Subletting During Lease Term", Alpha-Omega will not have business with security deposit exchanges.
- Alpha-Omega will not walk the property prior to new tenants moving in, so new tenants are "accepting the property in its current condition".
- If you refer a qualified applicant to Alpha-Omega, this enables you to save the reletting fee (85% of one month's rent). The new tenants must be approved thru the normal application procedure
- **You are responsible for monthly rent** until approved new tenants are found and all paperwork is completed.

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