



Alpha-Omega Properties, Inc.

Providing Quality Service from Beginning to End

SUBLETTING PROCEDURES

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

- Before move-out, 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.
- Any potential NEW tenant **MUST** complete an application, pay the \$60 application fee and be approved, sign the "Lease Contract Amendment to Add or Change a Roommate During Lease Term" and sign the "Roommate Change Addendum A"
- A Roommate Change Form must be executed and all Old and New Residents' signatures are required. The fee for executing this form is \$300
- The Security Deposit must be exchanged between Old and New Residents.
- If there is a Pet Deposit, it must be exchanged between Old and New Residents.
- Utilities must remain in a tenant's name at all times (paragraph 12.1 of the lease)
- AOP will not walk the property prior to the New Resident moving in and will not have any business with the Security Deposit exchange, so new tenants are "accepting the property in its current condition".
- A new lease will be executed for the remaining days/months left in the original lease and completed with all necessary signatures.
- Current residents are responsible for monthly rent until approved new tenants are found, all paperwork is completed and new tenants move-in
- New residents will be responsible for a full month's rent the first full month after move-in. Any partial (pro-rated) rent will be paid by New residents to the Old residents.
- Current residents are required to submit a "Resident's Intent to Move-Out Form".

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

FEE \$300 - follow the bullet points listed above

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 (85% of one month's rent) 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 30 days after move-out and will appear on your credit history as well as any guarantor's credit history.