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## **Sublease Application**

revised: 4-20-07

Processing fee: \$ 40

(this form has two pages)

**Instructions:** this form needs to be read and signed by Primary Tenant and Subtenant. Each person wishing to sublease must complete this form at bottom and return signed original along with the processing fee to address noted above prior to start date of sublease. Keep copy for your records.

**Subtenant Notice:** as a Subtenant, you should familiarize yourself with the **Lease**. It is extremely important that you are aware of the “**No House Parties**” rule. In addition, it is extremely important that you do not alter, nail, install mirrors or shelves, paint etc., the house in any way. Subtenant should also be fully aware of all Lease terms. Ask Primary Tenant to see copy of Lease or visit [www.rmhouses.com](http://www.rmhouses.com) to see standard lease.

**General Terms of Sublease:** Landlord agrees to allow individual Tenants to sublease with the understanding that the primary (original) Tenant is still on the Lease until the Lease term has expired. Primary Tenant will remain responsible for monthly rent, property damage, and cleaning of house. Original security deposit will also be held by Landlord until end of lease.

In order to protect Primary Tenant from responsibility for damages caused by Subtenant, it is recommended that Primary Tenant obtain **Subtenant Cosigner Signature** and **Subtenant Security Deposit**. Landlord does not require and will not obtain or collect these. However, a space for Subtenant Cosigner is provided below should you require one.

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### **Section One: to be completed by Primary Tenant**

Primary Tenant Name (print): \_\_\_\_\_

Address of property to be subleased: \_\_\_\_\_

Term of sublease: \_\_\_\_\_ ( in months)    start date \_\_\_\_\_ end date \_\_\_\_\_

Primary Tenant Signature \_\_\_\_\_

(sublease agreement cont.)

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**Section Two to be completed by Subtenant**

Subtenant Full Name: \_\_\_\_\_

Home / Parents Phone: (    ) \_\_\_\_\_ Work Phone: (    ) \_\_\_\_\_

Email Address: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Driver's License Number/State: \_\_\_\_\_ Vehicle

Make: \_\_\_\_\_

Model: \_\_\_\_\_ Color: \_\_\_\_\_ Year: \_\_\_\_\_

**Emergency Contact:**

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

Phone: (    ) \_\_\_\_\_

Subtenant Signature \_\_\_\_\_ Date: \_\_\_\_\_

Print name of Subtenant Cosigner:

\_\_\_\_\_

Subtenant Signature / date: \_\_\_\_\_

Subtenant Cosigner Signature / date

(optional, see above): \_\_\_\_\_