

Wainright Property Management, LLC

"Quality Living for a Quality Lifestyle"

3481-A South Evans Street • Greenville, NC 27834

FAX 252-756-0437

PHONE 252-756-6209

SUBLEASE POLICY

Any tenant who wishes to cancel the Rental Contract prior to the end of the initial term must sublet the unit. Wainright Property Management, LLC will assist in this process for a reasonable fee. This fee is a non-refundable fee and is due regardless of who brings the new tenant(s) into the office, whether it is Wainright Property Management, LLC or the current tenant(s). The fee is due at the time the Sublease Agreement is entered into. In addition, tenant(s) must adhere to the following rules.

1. Current tenant(s) must give written statement regarding intent to sublet. Tenant(s) remain(s) responsible for rental payments until an approved Applicant has assumed the Lease.
2. Each lease holder/tenant will sign a separate Sublease Agreement.
3. Current tenant(s) must give written Notice to Vacate and give definite termination date of Rental Contract.
4. Once tenant enters into Sublease Agreement and gives Notice to Vacate, agreement cannot be canceled unless unit has not been re-rented. Once unit has been listed and a new lease has been signed, the original lease holder cannot terminate the sublease agreement.
5. Tenant(s) will be responsible for all advertising costs associated with the sublease process in addition to the Professional Fee charged by this office.
6. Tenant(s) will be required to show the unit while it is occupied. If tenant(s) vacate the unit and returns the keys to this office, we will actively show the unit. Wainright Property Management, LLC will not schedule to show a unit while it is occupied.
7. Wainright Property Management, LLC will release the name(s) and phone number(s) of tenant(s) to prospective renters so that they may contact tenant(s) to schedule appointments to view the unit.
8. Any person interested in assuming a Lease in whole (all current tenants vacating) or in part (one or more roommates moving with at least one current tenant remaining) must complete the normal application process. An Application is required. A reasonable fee is charged for the Application. In some cases, full-time students are allowed to use a Parental Guarantee. All paperwork must be approved prior to the tenant switch.
9. Once a person has been approved to assume a Lease, all parties involved-current tenant(s) and new tenant(s)-must sign necessary documents to complete the transfer.
10. The new tenant(s) will be required to pay a security deposit and any pro-rated rent for the month in which they move into the unit.
11. The security deposit will be refunded to the vacating tenant(s) within thirty (30) days of the transfer. Tenant(s) must provide forwarding address.
12. The keys must be returned to the office by the tenant moving out. The tenant taking over the lease will pick up the keys from the WPM office so utilities and payment of pro-rated rent may be verified.
13. New tenant(s) must verify that utility service has been applied for with Greenville Utilities.

Wainright Property Management, LLC

"Quality Living for a Quality Lifestyle"

3481-A South Evans Street • Greenville, NC 27834

FAX 252-756-0437

PHONE 252-756-6209

SUBLEASE AGREEMENT

I wish to sublet my apartment located at _____.

I will vacate on (date) _____.

I understand that I am still responsible for rental payments until an approved Applicant has been found to assume my Lease.

I have received a copy of the Sublease Policy, which I have read and understand. By my signature below, I agree to the rules set out in the Sublease Policy.

In addition, I agree to pay a reasonable non-refundable fee of \$_____ to **KEITH WAINRIGHT** as a Professional Fee for subletting my apartment.

RELEASE OF SECURITY DEPOSIT IS SUBJECT TO THE FOLLOWING:

- Return all keys to the office including entry keys, mail key(s), garage door opener, etc. Keys may not be switched between tenants. WPM must verify rent payment and utility service in order to release keys to new tenant.
- Clean unit and remove all personal items
- Remove all items from patio area and clean (if applicable)
- Remove satellite dish and all wiring from patio/yard area (if applicable)
- Place all trash in proper dumpsters. All trash/furniture must be removed to landfill. Trash/furniture CANNOT be left inside apartment, on patio, on street or beside dumpster. A \$50/day fine is charged for items improperly disposed of.
- Provide forwarding address information
- Terminate services as needed with the following companies: utility, internet, cable, phone, etc.
- Submit change of address with Post Office
- Use care when disconnecting washer/dryer – be sure washer valves are turned off completely. Avoid damage to vinyl flooring – do not drag appliances across floor.

Do you rent a washer/dryer set from Wainright Property Management YES NO (Please circle one)

My unit comes equipped with a washer/dryer set (included with my rent) YES NO (Please circle one)

Tenant Signature

Forwarding Address

Tenant Phone Number

Wainright Property Management, LLC

Sublease Agreement enter into on this date: _____

CURRENT TENANT

Paid Sublease Fee Date\Initial _____ Pmt Cash/Check #/Money Order # _____

Notified tenant unit re-rented Date _____ Pro-rated Rent Due _____ WPM Initial _____

Keys Received Entry _____ Mail _____ Other _____ Date _____ Initial _____