

Subleasing Policy

1. All leases signed by Ponds End Corporation or by Frank Haddleton contain a provision indicating that subleases are not permitted without the prior written consent of the landlord.

2. No tenant may sublease any or all of an apartment unless at least one of the individuals named in the original lease agreement will be residing in the apartment during the entire period of the sublease. Exceptions may be made for unusual cases in which it can be clearly established to the satisfaction of the Landlord that the sublessees will treat the property with appropriate care and will behave responsibly during the period of the sublease.

3. In order to secure written permission to sublease, the proposed sublessee will need to provide a completed rental application (which can be downloaded from this website) and this application must be approved by Frank. References will be checked. Financial information need not be included in the rental application of a proposed sublessee, since the tenant will remain responsible for all payments indicated in the lease.

4. A \$50.00 administrative fee will be due with any application to sublease.

5. If a sublessee is approved, the sublessor and sublessee will need to sign a sublease agreement which will need to be approved and signed by Frank. The sublease agreement is an agreement between the original tenant (as sublessor) and the person who will be occupying the apartment in place of the tenant (sublessee). The terms of this agreement are to be determined by these two individuals, but the agreement must indicate that the sublessee has read and agrees to be bound by the terms of the original lease. A sample sublease agreement which is in a form acceptable to Frank can be downloaded – see below. Frank's signature on the sublease agreement will constitute the landlord's written acceptance of the sublease.

6. All payments due under the lease must continue to be made to the landlord by the tenant, not the tenant's sublessee.

Please contact Frank if there are any questions about this policy.