



SUBLEASE AUTHORIZATION

WESTMORE APARTMENTS DOES NOT PERMIT THE SUBLEASING OF AN APARTMENT WITHOUT PRIOR WRITTEN CONSENT FROM WESTMORE MANAGEMENT AND/OR ITS AGENTS.

No revisions to the lease shall be made within the 30 days prior to the lease's expiration date.

If the tenant(s) listed as Leaseholder(s) would like to sublease his/her apartment, he/she must find a "qualified" individual(s) to take responsibility over the lease terms and conditions. The qualification status of the new tenant(s) will be determined using the standard application process currently in place by Westmore Management. All new leaseholders must submit an application and receive approval based on current rental policies.

The new tenant, or "Sub-Lessee," must complete an application and pay a \$75.00 application fee. Once the new tenant is approved, the lease will be revised.

The current Lessee(s) must approve the sublease/takeover by signing and returning this request with the "Sub-Lessee's" completed application and application fee.

This policy is subject to change without prior notice.

Please be advised that I, _____, will move out of the apartment
(Vacating Tenant)

located at _____ on ____/____/____.
(Address) (Date)

_____ has agreed to take full responsibility for the apartment in its current condition, subject to the application process and with management approval. We have transferred the Security Deposit of \$ _____ between ourselves. Upon complete vacation of the apartment, providing that all lease obligations have been fulfilled, the Security Deposit will become the property of _____, with recognition that he/she will be responsible for the mandatory administration fee, any outstanding balances, and/or any move-out charges that will be due and deducted from the Security Deposit.

Both parties agree to all of the above "subleasing" terms as indicated by their signatures below.

Vacating Tenant Date

Sub-Lessee Date

Westmore Property Manager Date

Office Use Only!

\$ _____ Received by _____ on ____/____/____.

Forwarding Address of Vacating Resident _____
