



# 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 60 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 application fee. There will also be a \$100 Sublease fee "lease revision" due upon submitting the application

The current Lessee(s) must approve the sublease/takeover by signing this request. The "Sub-Lessee" must also sign this form and agree to take over the apartment "As Is" Condition, and the current security deposit.

New tenant must obtain a Renter's Insurance Policy in his/her name and provide proof of Renter's Insurance with at least \$100,000 Personal Liability Coverage. The New tenant must also set up electric in his/her name and provide the confirmation number. Both are required at the time the new tenant signs the lease.

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

located at (Address) \_\_\_\_\_ on (Date) \_\_\_\_/\_\_\_\_/\_\_\_\_.

(Sub-Lessee) \_\_\_\_\_ 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 \_\_\_\_\_ (Sub-Lessee), 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.

To ensure proper handover between the current "Lessee" and the "Sub-Lessee" please go over the current lease terms, and apartment condition between yours selves. Westmore Apartments and its staff will not be able to provide this information to the "Sub-Lessee" for confidentiality purposes so please feel free to use this form to answer any questions all parties may have.

## Rent & Terms of Lease

Current Market rent (Per lease): \$ \_\_\_\_\_

Currently monthly discount (If applicable): \$- \_\_\_\_\_

Current rent after discount: \$ \_\_\_\_\_

Current lease scheduled expiration date: \_\_\_\_\_

Current security deposit to be exchanged: \$ \_\_\_\_\_ \*\*

\*\* (Disclosure there will be a \$150 administrative fee deducted from the deposit upon move out)

**Keys:** Westmore requires that the keys are submitted to our Leasing office prior to the exchange of possession of the apartment. This will ensure that the "Sub-Lessee" has been approved and signed their lease before possession is given.

**Message from Westmore Apartments Management Office.** The apartment is "As Is" condition. If the current "Lessee" would like to arrange for cleaning of the apartment or painting this will be at Lessee's discretion, expense and must be arranged privately. Sorry we will not be able to schedule this with our contractors, but we can provide their telephone number's directly to you upon request. Carpet cleaning can be provided for \$55.00. This must be paid up front and will be scheduled through Westmore Apartments based on the carpet cleaning contractor's availability.

**Order of process:** Step # 1: After the current "Lessee" and Sub-Lessee" decide that the "Sub-Lessee" will take over the lease the "Sublease Authorization" form must be completed by both parties. Step #2. The "Sub-Lessee" must submit the Sublease Authorization form to the Leasing office with the application (s), the \$75 application fee, and \$100 lease revision fee (must be separate checks). Step # 3: Once the application is approved, the Sub-Lessee" must call ComEd and set up electric in their name. Step #4: The "Sub-Lessee" must call and get renters insurance with at least \$100,000 personal liability coverage. Step #5: Upon signing the new lease the "Sub-Lessee" must provide the Westmore leasing office with the ComEd account number and renters insurance certificate before keys, and parking permit will be issued.

**CURRENT LESSEE'S FORWARDING ADDRESS**

Address	City	State	Zip	Phone #
Vacating Tenant			Date	
Sub-Lessee			Date	
Westmore Property Manager			Date	

***Office Use Only!***

Application fee (\$75) Received by \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_ # \_\_\_\_\_

Sublease Fee (\$100) Received by \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_ # \_\_\_\_\_

Keys received: (2) Apartment keys \_\_\_\_\_

(1) Mail box key \_\_\_\_\_

(1) Basement key \_\_\_\_\_

Parking Tag: (1) Hanging tag (1057-1069) only \_\_\_\_\_ parking sticker # \_\_\_\_\_

**On possession day**

ComEd Account # \_\_\_\_\_

Renters Insurance Policy # \_\_\_\_\_ Effective Date \_\_\_\_\_

Security Deposit Increased Yes / No \$ \_\_\_\_\_ (If applicable)

Received \$ \_\_\_\_\_ Check # \_\_\_\_\_ Date \_\_\_\_\_