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Policy on Short Term Move Ins.

*The following shall occur **BEFORE** the sub leaser moves in the house.*

1. All sub leasers shall complete the rental application form in full.
2. Each sub leaser shall pay a deposit equal to the deposit which the leaser has paid.
3. All aspects of the original lease apply to the sub-leaser. The tenant shall provide a copy of the lease to the sub-leaser.
4. Each sub leaser shall pay a one-time subleasing administrative fee of \$100.00.
5. The tenants including the sub leaser shall pay by one check.
6. All leasers shall sign the following statement:

We acknowledge that _____ is subleasing the room leased by _____ at _____ for the following dates: _____. We acknowledge that we understand that we assume all legal and financial responsibility for his/her actions while they are on the site.

All tenants please sign below:

I agree that I am a legally responsible person on the lease for _____ . I have received a copy of the lease.

Sub-leaser Signature: _____

7. The lessor understands that if the sub-leaser moves in before all of the above have been completed and delivered to the landlord, the lessor forfeits their entire deposit.
8. The sublesor understands that if they move in before all the above are completed and in the possession of the landlord they will be treated as illegal trespassers and required to move out immediately.

Explanation of the Policy

- 1) Why do my roommates all have to sign for me to sublease?

For their safety, security, and livability. You are appropriately subleasing for your financial benefit. Your roommates should not have to live with an unacceptable to dangerous sublesor so you may benefit.

- 2) Why does the sublesor have to pay a deposit?

The deposit is refundable if they do no damage just as yours is. I have been in this business 15 years and rented to over 1,000 tenants. I have experienced over the years

that a sublesor who is unable or unwilling to pay a deposit half the time turns out to be a bad choice for you and me. They have a much higher tendency to do damage, violate the lease, and not pay their rent. Then I have to pursue all the people on the lease to cover the sublesor's costs and they become upset with you and then me. The sublesor has to get "skin in the game" by paying a deposit.

3) Why do you need the rental application?

So I know and you know who is moving in and we can both find them again if they cause problems and then skip out.

4) Why do I have to give them the lease and make sure they read it?

Because they are your sublesor. That means you are fully responsible for them abiding by the conditions of the lease. If they violate the lease, not only are they responsible, you are actually primarily responsible. Thus it is in your best interest to make sure they read and understand the lease.

5) Why the \$100 administrative fee?

Because a sublesor adds work to me and my accountant. Often the person who is leasing to a sublesor will pay this fee. If your rent is \$1000 plus for three months or more, investing \$100 to save a \$1000 is a good investment.

6) Why has such a specific, even stringent policy?

Because over the years I have seen my tenants get burned by sublesors. I often seen my tenants find out in a painful manner through subleasing that people they thought were their friends really were not their friends. While a bad situation with a sublesor can create a little drama for me I never suffer financial loss because you and your roommates have to pay for whatever the sublesor does. Since I have set up this policy not one of my sublesors has been "burned" by a sublesor.

7) Why the strong, even severe language and consequences for not following the policy?

I have found over the years that a significant number of my tenants take subleasing very casually. They hand the keys over to someone, let them move in and not tell me. Here is the picture I have found tenants understand: suppose you own a \$30,000 car on which you make monthly loan payments. Since you are going abroad for three months you agree to let your friend use your car as long as they make your loan payments. You discover one month later that your friend without telling you gave the car to someone you do not know to use for the three months as long as they pay your friend the monthly payment so your friend can pay you. I see subleasing to someone and not following the policy as the same as this except the keys are not being given to a \$30,000 car but a \$100,000 plus house.