

**SUBLEASE INTAKE FORM**

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**Tenant Information**

- Tenant Name: \_\_\_\_\_
  - Property Address / Unit Number: \_\_\_\_\_
  - Email for Contact: \_\_\_\_\_
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**Requested Sublease Details**

- Proposed Sublease Start Date: \_\_\_\_\_
  - Proposed Sublease End Date: \_\_\_\_\_
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**Parking**

- Does the unit include a parking space?  Yes  No

If yes, please describe the parking arrangement (space number, garage, lot, etc.):

\_\_\_\_\_  
\_\_\_\_\_

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**Deposit Arrangements**

Select a deposit arrangement:

Return deposit to the ORIGINAL tenant(s) at the end of the lease (use this option if original tenant leaves deposit on file. By selecting this option, original tenant agrees to liability of condition of unit at move out).

Return deposit to the NEW tenant(s) at the end of the lease (use this option if the new tenant is paying the old tenant for the deposit now. By selecting this option, new tenant agrees to accept the condition of unit at move in and therefore agrees to applicable charges at move out).

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**Sublease Option**

Please select the option you would like to use:

Option 1 – Tenant-Arranged Sublease (\$150 Fee) I will locate my own subtenant and management will prepare the sublease paperwork.

Option 2 – Website Listing Assistance (\$300 Fee) Management will advertise my sublease on their website. I understand that I am responsible for communicating with prospective subtenants and conducting any showings. Fee is due prior to the creation of a listing on the property management site.

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**Additional Images (Optional)**

You may submit photos of the unit to be used for advertising purposes (recommended if selecting Option 2). Attach the images, along with this form, and email to rentals@hodgeco.com

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**Acknowledgment**

By submitting this form, I understand that:

- Subleases require management approval.
- The proposed subtenant must meet standard leasing qualifications.
- The applicable sublease fee must be paid prior to preparation of sublease documents and is due once the documents are prepared and sent, regardless of whether the sublease is completed. Option 2 requires fee payment prior to the creation of a listing on the property management site.
- A sublease does not release me from my lease obligations.

Tenant Signature: \_\_\_\_\_

Date: \_\_\_\_\_