

# Foxridge Apartment Homes Sublease Agreement

I wish to sublease my apartment number \_\_\_\_\_ ( \_\_\_\_\_ size) at the present rent of \$ \_\_\_\_\_ per month commencing \_\_\_\_\_ to \_\_\_\_\_ (lease expiration date). Two weeks is required for processing after submission of signed agreement and applications. Please check your building profile before subleasing.

**Authorization is given under the following terms and conditions:**

A sublease is when all residents lease the apartment to another for the remaining period of the original lease and before a notice to vacate has been given. Check with the Welcome Center to obtain specific sublease period requirements. The original resident retains responsibility for the apartment even though the apartment is assigned to another. The relationship between the Management and the new resident (subleasee) is the same as between the Management and the original resident. The Management will enforce the lease as if the new resident (subleasee) were the original resident. **Also the original resident is bound to the management to perform under the lease if the subleasee fails to perform.** However, the original resident is not bound if the new resident (subleasee) should renew for any additional lease term. The original resident may not sublease unless the apartment account balance is up to date. The subleasee may not sublease during the term of this sublease.

All original residents should submit the written sublease agreement and pay the required sublease fee, at which time the Welcome Center will assist in the sublease. The entire procedure is handled by the original resident with the exception of approval, inspections and lease processing. Once the original resident has a prospective subleasee, **the Welcome Center will need a two week notice and an application for approval.** The apartment may not be vacated until it is subleased.

**The Management does not paint, clean or do any work on the apartment.** However, the Management must inspect the apartment at least two working days prior to move-in of subleasee to assess cleaning and damage charges. All items must be removed from the apartment and the apartment must be completely cleaned before the sublease will be approved. After the apartment has been inspected and the original resident has signed the sublease agreement, the security deposit is transferred to the subleasee and will be returned to the subleasee after he/she vacates in accordance with the lease. It is necessary for the original resident to acquire his deposits from the subleasee after the apartment has been inspected and the cost of cleaning and damage charges has been assessed. **Pet deposits will be held until the end of the sublease - NO EXCEPTIONS.** Management reserves the right to refuse a sublease based on apartment condition.

The above is understood and agreed to and the premises will not be vacated until the apartment has been subleased. It is further agreed the sublease will not be approved until the apartment has been vacated, cleaned, inspected; all keys, pool pins and pet tags (if applicable) must be turned in to the Welcome Center. If I, or we, do so, it is with the understanding that legal action will be initiated to remedy any loss by the owner. I agree to pay the fee of \$ \_\_\_\_\_ which is non-refundable.

**STATEMENT:** It is understood and agreed that this writing contains all the terms and conditions of this sublease agreement, and it is mutually agreed that neither party shall be entitled to rely upon any oral representations contrary to the terms of this written agreement.

REASON FOR SUBLEASE: \_\_\_\_\_

	SIGNATURES:	
RESIDENT(S)	GUARANTOR(S)	SUBLEASEE(S)
_____	_____	_____
_____	_____	_____
_____	_____	_____

FORWARDING ADDRESS(ES): (for original residents)

NAME	ADDRESS	PHONE
NAME	ADDRESS	PHONE
NAME	ADDRESS	PHONE
NAME	ADDRESS	PHONE

-----OFFICE USE ONLY-----

DATE AGREEMENT SUBMITTED \_\_\_\_\_

\$ \_\_\_\_\_ SUBLEASE FEE PAID ON \_\_\_\_\_

\$ \_\_\_\_\_ ORIGINAL SECURITY DEPOSIT

\$ \_\_\_\_\_ PET DEPOSIT PAID

\$ \_\_\_\_\_ DAMAGES / CLEANING CHARGES FROM INSPECTION (**DEDUCTION**)

\$ \_\_\_\_\_ **TOTAL DEPOSIT DUE**

\$ \_\_\_\_\_ **INTEREST TO BE REFUNDED**

SECURITY/PET DEPOSIT RECEIVED BY \_\_\_\_\_ DATE \_\_\_\_\_

SUBLEASE COMMENCEMENT MONTH:

RENT DUE BY ORIGINAL RESIDENT: \$ \_\_\_\_\_

RENT DUE BY SUBLEASEE \$ \_\_\_\_\_

TOTAL RENT DUE FOR MONTH OF \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner's Agent

\_\_\_\_\_  
Date

750 HETHWOOD BLVD., #100-G BLACKSBURG, VA 24060  
540-951-1221 1-800-525-3432

White - Rental Office  
Pink - Subleasee  
Yellow - Original Resident