

Sunchase at Longwood and The Greens at Sunchase
Resident Request to Transfer Policy
Resident Request Lease Takeover Policy
Resident Request Sublet Policy

Because of your personal liability and our obligation to act in accordance with the Fair Housing Laws, no advertisement for lease-takeovers or sublets and no agreement to take over a lease or sublet are to be done without permission from management.

Resident Request to Transfer (during an active lease / lease term)

- A transfer will be done (provided there are available apartments) in any situation in which the resident wants to move from one premises to another, during an active lease / lease term, whether within the same apartment or to an entirely new apartment in Sunchase. Transfer approval is at the discretion of management. Transfer between The Greens at Sunchase and Sunchase at Longwood is prohibited.
 - If resident fulfills their current lease / lease term, they may simply sign a new lease for a different room/apartment.
- A new lease agreement must be signed. The new lease agreement will reflect current market rate pricing. The original contract will be voided.
- A transfer is not an available option into a premises that is currently under a lease by another person who is looking for a lease takeover or sublet.
- **A transfer fee equivalent to \$750, plus a new \$150 refundable security deposit and reimbursement of any concessions received, will be due at the time the transfer is requested.**
 - The original \$150 refundable security deposit will be returned, minus any balances due, and/or charges for repairs and cleaning, within 30-45 days of lease end date.
- **A transfer request made in writing within 5 days of the lease commencement date, will afford a lower cost. A transfer fee of \$300 and reimbursement of any concessions received, will be due at the time the transfer is requested. The \$150 refundable security deposit will transferred from the current lease to the new lease.**
 - If, at the move out inspection, we find that damage was done in the current apartment or excessive cleaning is needed, the cost associated with the damage repairs and cleaning fees, will be billed to the resident for payment in full.

Resident Request a Lease Takeover

- A lease takeover will be signed when any change in residents is needed for a period longer than three months.
- A Lease Takeover Agreement must be signed by the original resident and a fee equivalent to \$300 be paid *before* an approved applicant will be allowed to sign the lease addendum & move in.
- The applicant must be approved by our criteria. If applicant qualifies with a guarantor, a guarantor application and Lease Guaranty must be signed for the new resident.
- The new resident and original resident must sign an addendum to the lease to add the new resident and remove the current resident from the lease. Therefore, the lease terms, monthly rent and ending date remain the same and in full force.

Resident Initials: _____

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- The premises must be vacated and prepared for the new resident, unless the new resident agrees to take the premises “As-Is”.
- The original resident relinquishes rights to the refundable security deposit, and further, agrees to transfer it to the new resident.
- The new resident agrees to pay all new lease fees including but not limited to the application fee and restoration fee.
- Rent payment obligations under the terms of the lease remain in force until a new applicant is approved, lease addendum signed, and they take occupancy.
- A takeover request is not a guaranteed replacement for the lease that we do not guarantee we will find someone to takeover.
- Finding a person for the takeover does not include current residents who wish to transfer.

Resident Request to Sublet (during an active lease / lease term)

- Subleases will be signed for anyone wishing to move anytime during an active lease / lease term.
- A sublet request is not a guaranteed replacement for the lease that we do not guarantee we will find someone to sublet.
- The original resident remains obligated to the terms of the Lease Agreement until the termination of the original lease. Therefore, under a Sublease Agreement, both the Tenant and the Subtenant are jointly and severally responsible for upholding the terms of the lease. This means if the subtenant does not pay to rent, the original tenant is still **FULLY LIABLE** for the rental payments and vice versa.
- When a resident wishes to sublease his or her apartment, he or she must bring the prospective subtenant to the office and a Sublease Agreement will be signed by both parties.
 - The subtenant is required to complete an application and will be subject to approval under the Sunchase rental criteria, before the final approval of the sublet will be given.
 - Finding a person for the sublet does not include current residents who wish to transfer.
- A fee of \$100 is due at the time of signing the Sublease Agreement.
- Security Deposit:
 - Sunchase will not collect a security deposit from the Resident’s Subtenant.
 - Tenants are responsible for collecting any, or all, of their security deposit from the Subtenant; however, Sunchase does not require that the Tenant collect a deposit from the Subtenant.
 - Security deposit will be returned to the original Resident at the end of the lease, minus any balances due, and/or charges for repairs and cleaning, within 30-45 days of lease end date.
- Inspections, paintings and cleaning are not performed between the residency of a Tenant and Subtenant. The Tenant agrees to thoroughly clean the premises before the Subtenant takes occupancy of the apartment. In turn; however, the Subtenant agrees to turn over the

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premises to Sunchase, at the end of the lease term, in the condition in the Policy and Procedure Handbook.

- The Subtenant acknowledges receipt of a copy of the original lease and the Condition Report. It is strongly suggested that the Subtenant thoroughly review both documents. The Subtenant should understand his/her liability for any damages not listed on the Condition Report and review this list with the Tenant in the premises so there are no surprises later.
- If the Subtenant decides to renew the lease (where applicable), the original Tenant's liability ends on the date of the original lease's expiration.