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### Sublease Policy

So you need a sublesser, what's next....

Below is a list of some of the most common items that should be taken care from prior to executing a sublesser agreement at Ancora Properties. Please use this as a guide; this sheet is for you to fill out. You doing the tasks on this sheet and submitting this to Ancora in a timely fashion will minimize your stress and the chances of sublease not being approved. We ask you to fill this out and return it prior to obtaining your lease termination agreement.

- Identify the need to sublease your unit
- Find a sublesser
- Sublesser will need to fill out an application and be approved. Make sure they do this.
- Sublesser pays deposit in full equal to the amount currently held by Ancora for the unit.
- If applicable – all of your roommates, unanimous decision, will have to notify Ancora Properties, **in writing**, they are comfortable living with this new individual.
- The new person must sign a lease with the same ending date has the one currently in place.
- Sign lease termination agreement
- Per the lease agreement, acknowledge the forfeiture of the current deposit on file.

### **I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS ON ALL SIDES OF THIS AGREEMENT**

TENANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

LANDLORD SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_