

SUBLET PROCEDURES & INFORMATION

Addendum to Rental Agreement dated \_\_\_\_\_, between

\_\_\_\_\_,  
jointly and severally, if more than one, hereinafter referred to as "Tenant," whether singular or plural,  
and \_\_\_\_\_, as owner, and Woodard  
Properties, as agent, hereinafter referred to as 'Landlord, whereby Tenant is renting Premises  
described as \_\_\_\_\_, Charlottesville, Virginia,  
and Tenant wishes to sublet the Premises from \_\_\_\_\_ to \_\_\_\_\_. It  
is hereby agreed between Landlord and Tenant:

- 1) **Tenant shall remain responsible for all the terms of the Rental Agreement, including but not limited to payment of all rents and utilities, return of keys, and move out on time.**
- 2) If Tenant allows subtenant to occupy Premises before Landlord has approved that person as a subtenant, Tenant will be charged a \$200 non-compliance fee in accordance to the rental agreement.
- 3) Tenant must make all rent payments for the full amount directly to Woodard Properties by the date it is due. Tenant is responsible for collecting rent (if any) from subtenant.
- 4) Tenant remains responsible for the condition of Premises, even if a subtenant causes damages.
- 5) Tenant is required to have Landlord's written approval of the subtenant before the subtenant moves into Premises.
- 6) Landlord requires an application and application fee from prospective subtenant prior to approval. Subtenant shall be subject to Landlord's reasonable approval and may be required by Landlord to be the same gender and/or a student and/or a graduate student.
- 7) Landlord must receive written permission from all persons listed as Tenant on the Rental Agreement that subtenant is approved to occupy the Premises.
- 8) Tenant is required to have a written sublease agreement with the subtenant and to supply Landlord with a copy of the agreement prior to Landlord's approval of that person as a subtenant. Tenant is also required to provide a copy of the Rental Agreement signed by subtenant to acknowledge subtenant's obligations to abide by Tenant's Rental Agreement.
- 9) The sublet fee, in the amount of \$100 for each subtenant, must be paid prior to Landlord's approval of the subtenant

Tenant may provide Landlord with contact information to be provided to prospective subtenants.

I do not want my contact information given out to prospective subtenants.

I agree to have Landlord provide my contact information to prospective subtenants.

My contact information:

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

After Tenant has submitted to Landlord the prospective subtenant's application, application fee, Tenant's Rental Agreement signed by subtenant, the completed subtenant agreement, a signed consent from others in the apartment (if necessary), sublet fee, and signed this form, Landlord will notify Tenant if subtenant is approved.



In summary, the Tenant has the sublet option, but should understand that Tenant remains entirely responsible for the Rental Agreement regardless of what the subtenant does. For Tenant's benefit, Tenant should be very careful to whom he/she sublets and **we strongly urge Tenant to obtain a security deposit from the subtenant** prior to moving in.

***Thank you for your cooperation. WOODARD PROPERTIES.***

I have read this information and agree to all of its provisions.

Tenant(s):

Woodard Properties:

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**Forwarding address Tenant can be reached:**

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**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_