
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) The Sublet Fee is \$150.00 per Subtenant.
- 2) Tenant agrees to market Premises in accordance with Fair Housing Laws.
- 3) 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.
- 4) Landlord must receive written permission from all persons listed as Tenant on the Rental Agreement that Subtenant is approved to occupy the Premises.
- 5) 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. 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 a student.
- 6) Tenant is required to have a fully executed Sublet Agreement between Tenant, Subtenant, and Landlord.
- 7) Tenant is required to provide a copy of the Rental Agreement at Subtenant's request.
- 8) Tenant remains responsible for the condition of Premises, even if a Subtenant causes damages.
- 9) For Tenant's benefit, Tenant should be very careful when subletting, and **we strongly urge Tenant to obtain a security deposit from the Subtenant** upon signing the Sublet Agreement.

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

BY TENANT:

BY LANDLORD:

Forwarding address Tenant can be reached:

Phone: _____

Email: _____