

**SUBLEASE CONSENT REQUEST FORM**

**TO: ITHACA RENTING COMPANY**

119 Dryden Road, Ithaca, NY 14850  
607-272-3000 · collegetown@ithacarenting.com

**Term of Sublet:**

SUMMER (Year) \_\_\_\_\_

FALL (Year) \_\_\_\_\_

SPRING (Year) \_\_\_\_\_

**For the Lease at:**

**ADDRESS** \_\_\_\_\_  
**APT #** \_\_\_\_\_ **ROOM #** \_\_\_\_\_ **Ithaca, NY 14850**

**Sublet Dates:**

**START DATE** \_\_\_\_\_, **20** \_\_\_\_\_

**END DATE** \_\_\_\_\_, **20** \_\_\_\_\_

**Tenant Name:** \_\_\_\_\_

**Permanent Home Address:**

**Street:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Cell Phone:** (\_\_\_\_\_) \_\_\_\_\_

**E-mail:** \_\_\_\_\_@cornell.edu

**Alternate E-mail:** \_\_\_\_\_

**Subtenant Name:** \_\_\_\_\_

**Permanent Home Address:**

**Street:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Cell Phone:** (\_\_\_\_\_) \_\_\_\_\_

**E-mail:** \_\_\_\_\_@cornell.edu

**Alternate E-mail:** \_\_\_\_\_

Undergrad or  Grad  Male or  Female

**Class Year:** \_\_\_\_\_ **Major:** \_\_\_\_\_

**Parent/Emergency Contact Information:**

**Name:** \_\_\_\_\_

**Relationship to You:** \_\_\_\_\_

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

**Phone:** (\_\_\_\_\_) \_\_\_\_\_

**RULES FOR SUBLETS**

1. This request form, containing the original signatures of the Tenant, the prospective Subtenant and all other Tenants must be delivered to Ithaca Renting Company in person, by mail, or by electronic copy before the start of the sublet.
2. It is the responsibility of the Tenant to fully complete this request form, including securing signatures of all of the other Tenants of the apartment if required.
3. Entry into the apartment earlier than the lease commencement date is not allowed. Refer to the Lease for this date.
4. Minimum Sublet length is one month. Short term Sublets are not permitted. AirBnB, VBRO or any other short term housing is not permitted. Graduation Weekend sublets are not permitted.
5. Pets are not allowed in the apartment, even for a brief visit.
6. If this Sublet is for a Studio or 1 Bedroom, it is for single occupancy only. There are no exceptions. For 2 bedroom or larger apartments: the Sublet is for the room designated above ONLY. The Subtenant does not have permission to enter or use any bedroom other than the one named above.
7. The prospective Subtenant must be a Cornell student. High school students are not allowed.
8. A Sublet which does not comply with the Lease or Sublet requirements may be grounds for eviction of the Subtenant or the Tenant. All Lease rules apply to the Subtenant.
9. If there is more than one Tenant on the Lease, then the written consents of all the Tenants in the apartment is required. The Landlord is not responsible for obtaining these consents.

*Note: Tenant should ask Ithaca Renting Company to check the Advance Consent Form for this apartment.*

**SUBLET AGREEMENT**

Tenant named above sublets his/her interest under the above described Lease to Subtenant named above for the period stated above as Sublet Dates.

**This Sublet is made pursuant to the following terms and conditions:**

1. The term of the Sublet shall be only for the dates specified. There is no provision for any extension.
2. If the Landlord approves the sublet, the sublet shall become effective.
3. The original Tenant shall remain liable for all obligations and to the Landlord under the Lease during the entire term of Sublet, including payment of all rent and other payment obligations under the Lease and liability for any damages to the apartment, *even if caused by the Subtenant.*
4. For the term of this Sublet, the Tenant relinquishes all rights to occupy the apartment. No access will be given or keys will be issued to the Tenant without the written permission of the Subtenant.
5. The Subtenant acknowledges that he/she has read and agrees to comply with all terms, conditions, rules and regulations concerning tenant conduct, operation of the apartment and administration of the Lease set forth in the apartment Lease and in the Booklet entitled "Ithaca Renting Company: Landlord's Rules for Tenants."
6. Subtenant does not have the privilege to re-sublet the apartment. Only the original tenant may sublet the apartment.

7. The **TOTAL RENT** for the ENTIRE SUBLET is \_\_\_\_\_ and will be due and payable by the Subtenant to the Tenant as follows:
- a. \_\_\_\_\_ due no later than \_\_\_\_\_ payable to \_\_\_\_\_
- b. \_\_\_\_\_ due no later than \_\_\_\_\_ payable to \_\_\_\_\_
- c. \_\_\_\_\_ due no later than \_\_\_\_\_ payable to \_\_\_\_\_
8. The original Tenant has paid a damage deposit of \$\_\_\_\_\_. This deposit will continue to be held by the Landlord for the entire term of this Sublet.
9. A **DAMAGE DEPOSIT** from the Subtenant to the Tenant in the amount of \$\_\_\_\_\_, will be due no later than \_\_\_\_\_. The Tenant shall refund this damage deposit to the Subtenant within 45 days of the end of the Sublet if the apartment is left clean and well maintained with no damages and all keys returned. The Tenant and Subtenant should inspect the apartment at the start of the Sublet and submit an inspection form to Ithaca Renting Company within five days of the Subtenant's move-in. If there are deductions from the Tenant's damage deposit due to damage to the apartment, the Tenant shall provide written notification of the items of damage to the Subtenant.
10. UTILITIES: HEAT, HOT WATER, GAS and BASIC MAINTENANCE are INCLUDED in the rent. CABLE TV and PARKING are not included. Tenant and Subtenant must agree on payment details for Electricity and Internet.  
 ELECTRICITY  included in rent OR  not included in rent *explain terms:* \_\_\_\_\_  
 INTERNET  included in rent OR  not included in rent *explain terms:* \_\_\_\_\_  
*NOTE: explain electric or internet terms if not included in rent. Example: Subtenant pays roommates,*
11. FURNITURE: Refer to the Apartment Furniture List for a listing of furniture provided by the Landlord for the apartment. Additional items, removal or exchange of furniture will be not provided by the Landlord.
12. PARKING is not included or provided for any period of the sublet.
13. KEY RULES: You are expected to transfer the original keys on your own. Extra keys are not issued to Subtenants. Do not send keys by regular mail. You may only send keys using a shipping service with a tracking number. Late, lost or not returned keys will incur charges as specified in the lease, starting from \$150.
14. KEY PICK UP **EXCEPTION FOR NEW/JUNE LEASES** For new leases, where the Subtenant is the first person to move into a new apartment, keys may be picked up at the Rental Office during regular office hours only. Late arrivals not accommodated.
15. KEY RETURN **EXCEPTION FOR AUGUST/SUMMER ENDING LEASES: Return the keys directly to the Rental Office at 119 Dryden Road. Do not leave in apartment.**
16. KEYS LEFT AT OFFICE: Keys held at the Rental Office for a Subtenant will only be issued when the office is open. There are no emergency lock out services available for Sublet key issues.
17. The Subtenant is required to return the apartment to the Tenant in a clean and well maintained condition at the end of the Sublet. At the end of the Sublet, cleaning shall be completed by \_\_\_ Original Tenant. \_\_\_ Subtenant.
18. If the Tenant and Subtenant agree, they may direct the Landlord to cancel the Sublet and this Agreement. The Tenant and Subtenant must make this request in writing to Ithaca Renting Company. The Tenant and Subtenant agree that the Landlord assumes no liability to either the Subtenant or the Tenant in the event the request is accepted.
19. Additional Terms: \_\_\_\_\_

**We have read, understand and agree to follow the above terms and conditions.**

\_\_\_\_\_  
 Tenant Date Subtenant Date

**CONSENT OF TENANTS (If Required- Refer to Advance Consent For Sublet page of Lease)**

If there is more than one Tenant on the Lease, then the written consents to the Lease Sublet by all other Tenants in the apartment is required. These consents must be submitted to the Landlord.

**I agree and give my consent to the above Sublet:**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**LANDLORD'S APPROVAL**

The Landlord's written approval of the Sublet is required. Approval will not be unreasonably withheld. Ithaca Renting Company reserves the right to refuse to approve a sublet request for any reasonable cause. Permission to Sublet will not be unreasonably withheld by the Landlord. The Landlord may ask the Tenant/Subtenant for additional information before making a decision to approve or not approve a Sublet Request Form. Approval or refusal to Sublet shall be granted within 10 days of the submission of this form.

**Sublet is approved:**

\_\_\_\_\_ Agent, Ithaca Renting Company \_\_\_\_\_ Date

- Start/End dates stated above verified as correct.  Start/End dates corrected to match Lease.  
 Approved with following changes: \_\_\_\_\_