

ITHACA RENTING COMPANY
118 Prospect St., Suite 200, Ithaca, NY 14850
607-273-9462 · downtown@ithacarenting.com

For the Lease at:
ADDRESS _____
APT # _____ **ROOM #** _____ **Ithaca, NY 14850**

Term of Sublet:
SUMMER (Year) _____
FALL (Year) _____
SPRING (Year) _____

Sublet Dates:
START DATE _____, **20** _____
END DATE _____, **20** _____

SUBLEASE AGREEMENT This Sublet is made pursuant to the following terms and conditions:
(This is a binding contract. Read all parts before signing.)

The Original Tenant named below sublets his/her/their interest in the following described Lease to the Subtenant named for the period stated as "Sublet Dates". All Tenants named on the Original Lease must agree to any Sublease. This Sublease is subject to approval from the Landlord. Original Tenant is responsible for providing a copy of their Original Lease to the Subtenant.

Parties, Premises, Term:

Landlord: The Landlord's Agent is Ithaca Renting Company, with offices at 118 Prospect Street, Suite 200, Ithaca, NY 14850. Contact: downtown@ithacarenting.com // 607-273-9462 // www.ithacarenting.com

Original Tenant Full Legal Name: _____
Email: _____ Cell Phone: _____

Subtenant Full Legal Name: _____
Email: _____ Cell Phone: _____

Reason for Sublet:

- Summer Sublet Away/Abroad in: _____
 Other, explain: _____

Note: All Subtenants **MUST** submit a free online application via <https://irc.twa.rentmanager.com/applynow>. Subtenant is required to provide a copy of photo ID/Passport and a fully completed Resident Information Form. High school students are not allowed.

Premises/Address: _____ **Apartment #** _____ **Room #** _____

If this Sublet is for a Studio or 1-bedroom apartment, it is for single occupancy only. No exceptions. For 2-bedroom or larger apartments, the Sublet is for one occupant in the room designated above **ONLY**. The Subtenant does not have permission to enter or use any bedroom other than the one named above.

Sublease Term/Dates:

Start Date 12:00pm on _____ End Date 10:00am on _____
Terms Included: Summer Fall Spring

The term of the Sublet shall be only for the dates specified. Entry into the apartment earlier than start of the Lease is not allowed. Extensions are not allowed. Refer to the Lease for start and end dates.

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.

Only one Sublet request per academic term is allowed. Minimum Sublet length is two months. Short-term Sublets are not permitted. AirBnB, VBRO or any other short-term housing is not permitted. Graduation Weekend sublets are not permitted.

Rent: The original Tenant shall remain liable for all obligations to the Landlord under the Lease during the entire term of the 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*.

Sublease Rent: The Total Rent for the *entire Sublet* is \$_____. Payments may be made to the Landlord or to the Original Tenant.

CHOOSE ONE:

Payments to Landlord: All payments to Landlord should be paid through the Tenant Portal by card or direct debit (ACH), and will follow the standard monthly payment schedule in the Original Lease.

Amount due: \$_____ on the first day of each month, starting on _____, 20____ and ending on _____, 20_____.

Payments to Tenant: Pay by: Check Venmo PayPal Other _____

Amount due: \$_____ by _____, 20____, payable to _____.

Amount due: \$_____ by _____, 20____, payable to _____.

Amount due: \$_____ by _____, 20____, payable to _____.

Amount due: \$_____ by _____, 20____, payable to _____.

Guarantee of Payment:

As a condition to the Landlord's agreeing to approve any Sublease, Subtenant's parent or guardian must sign this Sublease Agreement as a guarantor of timely payment of rent and any damages caused by the Subtenant.

Damage Deposit:

Subtenant agrees to pay a Damage Deposit directly to the Tenant before the start of the Sublease in the amount of \$1000 \$750 \$500 Other amount \$_____.

Damage Deposit due date: _____.

This Damage Deposit may be used to cover the costs of damages to the apartment as specified in the Landlord's Rules for Tenants section of the Lease.

The Tenant agrees to refund this damage deposit directly to the Subtenant within 30 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.

Cleaning: Tenant is responsible for providing the apartment to the Subtenant in a clean and well-maintained condition. Subtenant is required to return the apartment to the Tenant in a clean and well-maintained condition at the end of the Sublease. You should hire independent cleaners in advance if you are unable to clean the apartment. Contact the Rental Office for recommendations.

For Sublease terms that end at the same time the original lease period ends, Subtenant is responsible to follow all move out directions available from the Landlord, including cleaning the apartment, and removal of all personal possessions that remain in the apartment, even if left by Original Tenant. Items left in the apartment at the end of the Lease Term will be considered abandoned and will be subject to removal. Removal/cleaning fees will be charged against the Damage Deposit held by the Landlord.

Utilities:

Utility/Other Expenses Included in Rent: Heat, Water, Gas, and Basic Maintenance are included in the Rent. Trash Fees are included in the Rent for all locations except 154 and 156 East State Street.

Utility/Other Expenses NOT included in Rent: Parking, Telephone, TV. Internet and Electricity vary by building.

PARKING: Parking may be sublet via separate agreement. Contact the Rental Office for details.

ELECTRICITY:

Commons Studios, Colonial Building, and Whiton Hall:

Electricity is included in rent.

All Other Buildings:

Fall/Spring Semester Sublets: Studio Apartments- Subtenant is required to complete a NYSEG Electric Service Request form and pay Electric service for apartment directly to the utility provider.

Group Leases: Subtenant is required to pay for Electric service to a designated Tenant.

Summer Sublets: The Electric service will remain in the Original Tenant's name for billing. Subtenant agrees to pay the Tenant back directly for the cost of electricity. Utility fees may be subtracted from the Sublease Damage Deposit held by the Original Tenant.

INTERNET:

Subtenant should provide their own Internet and Router, unless explicitly stated below.

Internet is included in the Sublease Rent. The Tenant has pre-paid for Internet service to apartment, or Internet Service is included in the original rent. Any fee required for Internet should be included in the Total Sublease Rent as stated above. Subtenant should provide their own router.

Internet is not included in the Sublease Rent. Tenant has not pre-paid for any Internet Service, and Subtenant should make their own arrangements for Internet services and provide their own router.

Miscellaneous Provisions:

FURNITURE: Refer to the Lease 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. Do not ask to have furniture items added or removed.

Pets are not allowed in the apartment, even for a brief visit.

Smoking or vaping inside any building is not permitted.

KEYS: 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 unreturned keys will incur charges as specified in the lease, starting from \$150. Tenant and Subtenant are expected to exchange keys on their own.

Exceptions to Key Policy: **1)** *If 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 are not accommodated. Emergency lock out services are not available for Sublet key issuance.* **2)** *If the Subtenant will be the last person to leave the apartment, return the keys directly to the Rental Office at 118 Prospect Street. Do not leave keys in the apartment. Lost or unreturned keys are subject to lock change fees.*

Integrated Contract and Modification:

The original Lease between the Tenant and Landlord is incorporated into this Sublease by reference, as if all their content were written down in this document. 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.

It is the responsibility of the Tenant to fully complete this request form, including securing signatures of all the other Tenants of the apartment if required. If there is more than one Tenant on the Lease, then the written consent of all the Tenants in the apartment is required. The Landlord is not responsible for obtaining these consents.

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.

If the Tenant and Subtenant agree, they may request 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.

The Subtenant acknowledges that they have 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."

Subtenant does not have the privilege to re-sublet the apartment. Only the original tenant may sublet the apartment.

Additional Terms:

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

Tenant

Subtenant

Date

Date

Subtenant Parent/Guardian (if required)

Date

CONSENT OF TENANTS

If there is more than one Tenant on the Lease, then written consent 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: _____ Date: _____

Signature: _____

Print Name: _____ Date: _____

Signature: _____

Print Name: _____ Date: _____

Signature: _____

Print Name: _____ Date: _____

Signature: _____

Print Name: _____ Date: _____

Signature: _____

LANDLORD’S APPROVAL:

If the Landlord approves the Sublet, the Sublet shall become effective.

The Landlord’s written approval of the Sublet is required. 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

Upon approval of this Sublease Agreement, a copy of this signed agreement will be sent by email to the Tenant, Subtenant, Subtenant’s parent/guardian and any other Tenants named on the original lease.

For Office Use: File to: 21-22 lease 22-23 lease other lease

Approved with the following changes: _____

- ID received Tenant signature/info complete
- Res Info Form received Subtenant signature/info complete
- NYSEG form received Subtenant Parent signature complete
- NYSEG form not needed Start/End Dates verified as correct

- Scanned/mailed to Tenant/Sub/Parent/Roommates
- Uploaded/created to RM
- Entered in FM

_____, Apartment _____, Ithaca, NY 14850

RESIDENT INFORMATION FORM

This information is for the sole use of the Renting Office and will not be given out to any other party.

Legal Name: _____ Preferred Nickname: _____
 Male Female Self-describe _____ Preferred Pronouns: _____
Email: _____ Date of Birth: mm/dd/yy _____ / _____ / _____
Cell Phone: _____ Alternate Phone: _____ Occupation: _____
College (During Sublet Term): Cornell Ithaca TC3 Other _____ Major/Field _____
 Undergraduate Graduate Other (please describe) _____

For Security Deposit Escrow Account: Do you have a Social Security Number or ITIN? Yes No
Are you a US Citizen or Permanent Resident? Yes No

What year do you plan to leave Ithaca? 2023 2024 2025 2026 or later I have no plans to leave.

PERMANENT HOME ADDRESS: Street _____ Apt _____ City _____
State _____ Zip Code _____ Country _____

Send my Parent/Guardian Lease Guarantee Form to:
(For **ALL** students and anyone **UNDER 21**) Father Mother Both Other (please specify) _____

Emergency contact information (REQUIRED): *Must provide Parent or Guardian for FIRST contact* and whomever you choose for the second. **BOTH fields are required.**

EMERGENCY CONTACT #1

Name: _____
Relationship: _____
Email: _____
Cell phone: _____
Alternate phone: _____

EMERGENCY CONTACT #2

Name: _____
Relationship: _____
Email: _____
Cell phone: _____
Alternate phone: _____

Address: Same as Home **OR**

Street: _____
City/State/Zip: _____
Country: _____
Occupation: _____
Employer: _____

Address: Same as Home **OR**

Street: _____
City/State/Zip: _____
Country: _____
Occupation: _____
Employer: _____

Income Sources: Parents Job Loan Financial Aid Scholarships/Grants Other _____
Employer: _____ **Employer Phone:** _____
Length of Employment: _____ **Supervisor:** _____

How did you first find us? Signs Off-Campus Housing Friends Web Search Social Media Other _____
What search terms did you use to look for housing? _____
What apt. features do you like best? _____
What other buildings did you consider? _____
Why did you choose this instead of another apt? _____
Did you find our website and YouTube videos easy to use? YES. NO. How could we improve these to make them easier to navigate? _____

I certify that the above information is correct, as this **completed** form and an ID copy are required by Article 1.1 of the Lease.

Subtenant Signature: _____ **Date:** _____

IMPORTANT SUBLET INFORMATION

It is highly recommended that you obtain a security deposit from your subtenant. Not only does a security deposit cover any damages, it can be used for rent should your subtenant stop paying.

You will remain our tenant during the term on your sublet. It is your responsibility to manage your subtenant's behavior and rental payments. Due to our high number of rentals we are unable to phone tenants when rent payments are late. If you would like to be notified if your subtenant is late with their rent please leave us an e-mail address below.

It is your responsibility to monitor your account. Please feel free to contact our office after the 5th of each month to verify receipt of payment from your subtenant.

It is your responsibility to call the office at 607-273-9462 at the end of the sublet lease term to see if your sub-tenant gets a full refund.

Your name: _____

Rental address: _____

Address during sublet term: _____

E-mail address: _____

I understand that I have agreed to sublet my apartment and that I am ultimately responsible for all monies and damages as stated in my lease.

Print Name

Signature

Date _____