## ITHACA RENTING COMPANY SUBLEASE AGREEMENT

(This is a binding contract. Read all parts before signing.)

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

Parties, Premises, Term:

Sublease Rent payment terms are as follows:

The Original Tenant named below sublets his/her/their interest in the following described Lease to the Subtenant named for the period stated below as "Sublet Term". 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.

| Landlord: The Landlord's Agent is Ithaca Renting Company 272-3000 <a href="www.ithacarenting.com">www.ithacarenting.com</a> collegetown@ithacarenting.com  |   | yden Road, Ithaca, NY 14850. 607-           |
|--|---|---|
| Original Tenant Full Legal Name:   |   |   |
| Subtenant Full Legal Name:   |   | <u></u>                                     |
| Premises/ Address:  For Studio or 1 Bedroom units, the apartment is for single of For 2 bedroom or larger apartments, the Sublet is for one of The Subtenant does not have permission to enter or use an   | ccupancy only. There a<br>ccupant in the room de  | are no exceptions.<br>esignated above ONLY. |
| Sublease Term: Sublease Start Date 12:00 pm on Sublease End Date 10:00 am on Terms Included:  Summer  Fall  Spring   |   |   |
| The term of the Sublet shall be only for the dates specified. For the term of this Sublet, the Original Tenant relinquishes No access will be given, or keys issued to the Original Tenant   | all rights to occupy the                          | e apartment.                                |
| Entry into the apartment earlier than start of the original lease Extensions past the end date of the original lease are not al One Sublet request per academic term is allowed. Minimum Short term Sublets are not permitted. AirBnB, VBRO or any Graduation Weekend sublets are not permitted. | lowed. Refer to the ori<br>Sublet length is one s | semester or full summer term.               |
| All Subtenants MUST be Cornell Students.<br>Subtenant is required to provide a copy of photo ID/Passpo.<br>High school students are not allowed.<br>Additional Tenant and Subtenant information also listed on   |   | d Resident Information Form.                |
| Sublease Rent: The original Tenant shall remain liable to the Landlord for al including payment of all rent and other obligations under the caused by the Subtenant.   |   |   |
| Sublease Rent: The Total Rent for the entire sublet is   | \$  |   |
| Sublease Fee: A processing fee of \$10 is due from the approval. This is due with the submission of any Suble  |   | any Sublease request submitted fo           |
|  |   |   |

| Cublages Dant Day                     | was a safe T a was a                      |  |
|---------------------------------------|---|--|
| Sublease Rent Pay<br>¬ Summer Term Si |   | d payable to the Original Tenant <b>before</b> the start of the  |
|                                       | s due after the start of a Summer         |  |
| Rent Due Date:                        | (r  | nust be before start of sublet).                                 |
| Rent Pavable to □ T                   | ENANT or to □ (name)(r                    | ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,                          |
| Tenant's Preferred I                  | Payment Method: □ Check □ Ven             | mo □ PayPal □ Other  |
| – Fall/Spring Some                    | ester (or langer) Sublet: Paymen          | ts may be made to the Landlord or to the Original                |
|                                       |   | edule in the Original Lease, <i>or</i> directly to the Tenant.   |
|                                       | ord should be paid through the Ter        |  |
|                                       |   | lethod: □ Check □ Venmo □ PayPal □ Other                         |
| •                                     | •   | ,  |
| Amount due                            | Date Due                                  | Tenant Name, or Landlord   |
| \$                                    | due no later than                         | payable to   |
| \$                                    | due no later than                         | payable to   |
| Φ                                     | due no later than                         | payable to   |
| Guarantee of Payn                     | nent:                                     |  |
|                                       |   | any Sublease, Subtenant's parent or guardian must sign           |
|                                       |   | ment of rent and any damages caused by the Subtenant.            |
| uno oubloudo 7 igroc                  | mone do a guarantor or timory pay         | mont of forte and any damaged sadded by the Gabtenant.           |
| Damage Deposit:                       |   |  |
|                                       | pay a Damage Deposit directly to the      | Tenant before the start of the Sublease in the amount of         |
|                                       | 0 □ Other amount \$                       |  |
| Damage Deposit due                    | date:                                     |  |
| This Damage Deposit                   | may be used to cover the costs of da      | mages to the apartment as specified in the Landlord's Rules      |
| for Tenants section of                | the Original Lease.                       |  |
|                                       |   | the Subtenant within 30 days of the end of the Sublet if the     |
|                                       |   | s and all keys returned. The Tenant and Subtenant should         |
|                                       |   | an inspection form to Ithaca Renting Company within five days    |
|                                       |   | e Tenant's damage deposit due to damage to the apartment,        |
| the Tenant shall provi                | de written notification of the items of o | lamage to the Subtenant.   |
| CI FANING: Tenant is                  | responsible for providing the apartm      | ent to the Subtenant in a clean and well-maintained condition.   |
|                                       |   | in a clean and well-maintained condition at the end of the       |
|                                       |   | e if you are unable to clean the apartment.                      |
|                                       |   | on you are amaze to cream are aparametra                         |
| ORIGINAL LEASE EI                     | ND: For Sublease terms that end at th     | ne same time the original lease period ends. Subtenant is        |
|                                       |   | the Landlord, including cleaning the apartment, and removal of   |
| all personal possessio                | ons that remain in the apartment, ever    | n if left by Original Tenant. Items left in the apartment at the |
|                                       |   | will be subject to removal and removal/cleaning fees will be     |
| charged against the D                 | amage Deposit held by the Landlord.       | See Key Rules for additional information.                        |
|                                       |   |  |
| Utilities:                            |   |  |
|                                       |   | and Basic Maintenance are included in the Rent. Trash Fees       |
| are included in the Re                | ent for all locations except 418, 426 Ed  | idy Street, 213 Williams Street.                                 |
| Litility/Other Expenses               | NOT included in Rent: Parking Tele        | phone, TV, Internet, Electricity (see below).                    |
| Canty/Outer Expenses                  | 5 140 I moladod ili Nelit. Falkilig, Tele | priorio, 1 v, internot, Electrony (300 below).                   |
| PARKING is not inclu                  | ded or provided for any period of the     | sublet.  |
|                                       | , ,,,                                     |  |
| ELECTRICITY:                          |   |  |

# **ELECTRICITY**:

□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.

□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.

#### **INTERNET**: (choose one option)

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. 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 Removal, exchange or additional items of furniture will be not provided by the Landlord. Do not ask to have furniture items added or removed.

Refer to the Apartment Furniture List for a listing of furniture provided by the Landlord for the apartment.

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

Smoking or vaping inside any building is not permitted.

**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. **KEY PICK UP/RETURN**: Tenant and Subtenant are expected to exchange keys on their own.

**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.

EXCEPTION FOR AUGUST/SUMMER ENDING LEASES: Return the keys directly to the Rental Office at 119 Dryden Road. Do not leave in apartment. Lost or not returned keys are subject to lock change fees.

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.

### **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.

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 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.

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 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 ad 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 SIGNATURE

Date

Subtenant SIGNATURE

Date

\*\* WRITTEN OR DRAWN SIGNATURES ONLY!\*\*

Date

SIGNATURE

SIGNATURE

# Schedule A

| Tenant Name:   |  | Subtenant Name:   |   |  |
|--|--|---|---|--|
| Permanent Home Address:  |  | Permanent Home Address:   |   |  |
| Street:  |  | Street:   |   |  |
| Street: State:   | : Zip:   | Street: St<br>City: St  | ate: Zip:   |  |
| Cell Phone: ( )  |  | Cell Phone: ()  |   |  |
| Cell Phone: ()   | @cornell.edu   | Cell Phone: ()<br>E-mail:   | @cornell.edu  |  |
| Alternate E-mail:  |  | Alternate E-mail:   |   |  |
|  |  | □ Undergrad or □ Grad   | □ Male or □ Female                                      |  |
|  |  | Class Year: Major: _  |   |  |
| Reason for Sublet:   |  |   |   |  |
| □ Summer Sublet  |  | Parent/Guardian Contact   | Information:  |  |
| □ Away/Abroad in:  |  |   |   |  |
| □ Other, explain:  |  | Name: Relationship to You:  |   |  |
|  |  | Fmail:  |   |  |
|  |  | Email:<br>Phone: ()   |   |  |
|  |  | / / / / / / / / / / / / / / / / / / /   |   |  |
|  | hic Coction for arous -  | partments only (2 Bedroom or  | Jargar)   |  |
| If there is more than one Tenant of apartment is required. These considered and give my consent to the Print Name:   | ents must be submitted to  | o the Landlord.   | •   |  |
| Fillit Name.   | Signatui   | е   | Date  |  |
| Print Name:  | Signatur   | re:   | Date:   |  |
| Print Name:  | Signatur   | re:   | Date:   |  |
| Print Name:  | Signatur   | re:   | Date:   |  |
| Print Name:  | Signatur   | re:   | Date:   |  |
| ** WRITTEN OR DRAWN SIGI   | NATURES ONLY!**  |   |   |  |
| LANDLORD'S APPROVAL If the Landlord approves the suble The Landlord's written approval of a sublet request for any reasonabl Landlord may ask the Tenant/Suble Request Form. Approval or refusal | the Sublet is required. Ith<br>e cause. Permission to S<br>tenant for additional infor | naca Renting Company reserves<br>ublet will not be unreasonably w<br>mation before deciding to approv | ithheld by the Landlord. The ve or not approve a Sublet |  |
| Sublet is approved:  |  |   |   |  |
|  | Agent, Itha  | ca Renting Company  | Date  |  |
| Upon approval of this Sublease Agree<br>Subtenant's parent/guardian and any  |  |   | the Tenant, Subtenant,                                  |  |
| For Office Use: File to   21-22 lease  Approved with the following changes  \$10 fee paid  |  |   |   |  |
| □ ID received  | □ Tenant signature/ii  | nfo complete  |   |  |
| □ Info Form received   | □ Subtenant signatu  | re/info complete  |   |  |
| □ NYSEG form received  |  | signature/info complete   |   |  |
| □ NYSEG form not needed  | □ Start/End Dates ve   | eritied as correct  |   |  |
| □ Uploaded/created to RM □ Scanned/emailed to Tenant/Sub/Pa  | □ Entered in FM  |   |   |  |

| <u>SUBLET RESIDENT INFORMATI</u>  | ON FORM Address:  | <b>Apt.</b> #         |
|---|---|-----------------------|
| This information is for the sole use of the Renting C   | ffice and will not be given out to any other pa         | erty.                 |
| IDENTIFICATION Full Legal Name:   | Preferred/Nicknar                                       | ne.                   |
| IDENTIFICATION Full Legal Name:  For Identification Purposes <i>only</i> : Date of Birth: mm  Female Male Self-describe | /dd/vv / /  |                       |
| Female Male Self-describe   | Preferred Pronouns:                                     |                       |
|   |   |                       |
| HOW DID YOU CHOOSE THIS APARTMENT   | 79  |                       |
| How did you first find us?  |   |                       |
| How did you first find us?  |   |                       |
| What apt. features do you like best?  |   |                       |
| What apt. features do you like best?  |   | e it easier to        |
| COLLEGE and PERSONAL INFORMATION  |   |                       |
| ☐ Undergraduate ☐ Graduate ☐ Other, please  | explain:  |                       |
| When is your anticipated Graduation Date?   |   |                       |
| ☐ 2023 ☐ 2024 ☐ 2025 ☐ 2026 or later ☐ Major: School: ☐ AAP ☐ A&S [   | Other, please explain:                                  |                       |
| Major: School:AAPA&S [  | □CALS □ENG □HA □HE □ ILR □                              | JGSM LAW              |
| Campus affiliations   | Athletic Teams:   |                       |
| L Clubs/Groups  |   |                       |
| Down on and Home Address.   | When de van line nave?                                  |                       |
| Permanent Home Address:   | Where do you live now?                                  |                       |
| Street  | Cornell Dorm or Local Address: _ Permanent Home Address |                       |
| City/State/ZipCountry (if not USA)  | Other:  |                       |
| Cell Phone Number   | Other:  |                       |
| Cell Phone Number@cornell.edu Alter   | nate e-mail:  | <u> </u>              |
| EMERGENCY CONTACT/ LEASE GUARANT  |   |                       |
| Preferred Parent Contact:  Both Father  | Mother Other  |                       |
| FATHER  | MOTHER  | ·. \tag{Other:}       |
| Name:   | 3.7   |                       |
| E-mail address:   | E-mail address:   |                       |
| Cell phone  | Cell phone  |                       |
| Alternate phone   | Alternate phone   |                       |
| Address: Same as Home. OR   | Address: Same as Home. OR                               |                       |
| City/State/ZipCountry (if not USA)  | City/State/Zip Country (if not USA)                     |                       |
| Country (if not USA)  | Country (if not USA)                                    |                       |
| Employer/Occupation:  | Employer/Occupation:                                    |                       |
| I understand that smoking is not permitted in the violations. Initials here:  | e apartment or building and that fines will app         | oly for smoking       |
| ☐ I Understand I must submit a Government issued  | d Photo ID (Driver License or State ID Card,            | Passport)             |
| I certify the above information is correct, as this <b>co</b>   | mpleted form and ID copy are required by Ar             | ticle 1.1 of the leas |
| Signature:  | Date:   |                       |
| <i></i>   |   |                       |