

ITHACA RENTING COMPANY SUBLEASE AGREEMENT: COLLEGETOWN

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

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

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

Parties, Premises, Term, Payments:

Landlord: The Landlord's Agent is Ithaca Renting Company, with offices at 119 Dryden Road, Ithaca, NY 14850.

Email collegetown@ithacarenting.com telephone 607-272-3000 www.ithacarenting.com

Original Tenant Full Legal Name: _____

Subtenant Full Legal Name: _____

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

Sublease Term:

Sublease Start Date 12:00 pm on _____ Terms Included: ☐ Summer ☐ Fall ☐ Spring

Sublease End Date 10:00 am on _____

Sublease Rent Payment Terms

Sublease Rent: The Total Rent for the *entire sublet* is \$_____.

Sublease Fee: A processing fee of \$20 is due from the Original Tenant for any Sublease request submitted for approval. This is due with the submission of any Sublease Agreement.

☐ **Summer Sublet: the entire amount is due and payable to the Original Tenant before the start of the Sublease. Payments due after the start of a Summer Term sublease are not permitted.**

Rent Due Date: _____ (must be before start of sublet).

Rent Payable to ☐ TENANT or to ☐ (name) _____

Tenant's Preferred Payment Method: ☐ Check ☐ Venmo ☐ PayPal ☐ Zelle ☐ Other _____

☐ **Fall/Spring Semester (or longer) Sublet:** Payments may be made to the Landlord following the payment schedule in the Original Lease, or directly to the Tenant. First payment must be before the start of the sublet.

Choose One Payment Schedule

☐ Monthly Amount Due \$_____ Starting On _____ ending on _____.

☐ Other Payment Schedule as follows: _____.

Choose One Payment Method

☐ Payments to Landlord paid through the Tenant Portal.

☐ Payments to Tenant Preferred Payment Method: ☐ Check ☐ Venmo ☐ PayPal ☐ Zelle ☐ Other _____

Security Deposit: Subtenant agrees to pay a Security Deposit directly to the Tenant before the start of the Sublease in the amount of \$_____. Security Deposit due date: _____. (Tenant has paid a deposit of one month of rent)

This Security 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 Original Lease. Security Deposit will be returned to Subtenant as outlined in Sublease Rules.

Electricity:

☐ **Summer Sublets:** Electric service will remain in the Original Tenant's name for billing. Subtenant agrees to pay the Tenant directly for the electricity bill. Unpaid Utility fees may be subtracted from the Security Deposit paid by Subtenant

☐ **Fall/Spring Semester Sublets:** *Studio Apartments-* Subtenant is required to put NYSEG Electric Service in their name 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- if no option chosen, internet is not included)

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.

SUBLEASE RULES:

SUBLEASE RENT The original Tenant shall remain liable to the Landlord for all obligations under the Lease during the entire term of Sublet, including payment of all rent and other obligations under the Lease and liability for any damages to the apartment, *even if caused by the Subtenant*.

SECURITY DEPOSIT The Tenant agrees to refund this security 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 deposit due to damage to the apartment, the Tenant shall provide written notification of the items of damage to the Subtenant.

GUARANTEE 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.

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 418, 426 Eddy Street, 213 Williams Street. Utility/Other Expenses NOT included in Rent: Parking, Telephone, TV, Internet, Electricity (*see below*).

TERM The term of the Sublet shall be only for the dates specified. There is no provision for any extension or early entry. Entry into the apartment earlier than start of the original lease is not allowed. Extensions past the end date of the original lease are not allowed. Refer to the original Lease for dates.

OCCUPANCY For Studio or 1 Bedroom units, the apartment is for single occupancy only. There are 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. For the term of this Sublet, the Original Tenant relinquishes all rights to occupy the apartment. No access will be given, or keys issued to the Original Tenant, without the written permission of the Subtenant.

SUBLET LIMITATIONS One Sublet request per academic term is allowed. Minimum Sublet length is one semester or full summer term. Short term Sublets are not permitted. AirBnB, VBRO or any other short-term housing is not permitted. Winter Break or Graduation Weekend sublets are not permitted. All Subtenants **MUST** be Cornell Students. Subtenant is required to provide a copy of photo ID/Passport and a fully completed Resident Information Form. High school students are not allowed. Additional Tenant and Subtenant information also listed on Schedule A of the Original Lease.

MOVE-IN KEY PICK UP: When the Tenant already has occupancy of the unit, Tenant and Subtenant are expected to exchange keys on their own. Exchange the keys directly, or using a trackable shipping service. Never send keys by regular mail. Extra keys are not issued to Subtenants.

☐ **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.

MOVE-OUT KEY RETURN: 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. Late, lost or not returned keys will incur charges as specified in the lease, starting from \$150.

☐ **FOR CONTINUING LEASES** where the Tenant will be returning to the apartment, Tenant and Subtenant are expected to exchange keys on their own. Exchange the keys directly, or using a trackable shipping service. Never send keys by regular mail. Extra keys are not issued to Subtenants.

KEYS AT OFFICE: Any 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.

Schedule A

Tenant Name: _____
Permanent Home Address:
Street: _____
City: _____ State: _____ Zip: _____
Cell Phone: (____) _____
E-mail: _____@cornell.edu
Alternate E-mail: _____

Reason for Sublet:

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

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/Guardian Contact Information:

Name: _____
Relationship to You: _____
Email: _____
Phone: (____) _____

This Section for group apartments only (2 Bedroom or larger)

CONSENT OF TENANTS

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: _____

**** WRITTEN OR DRAWN SIGNATURES ONLY!** TYPED SIGNATURES ARE NOT ACCEPTED**

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 deciding 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 e-mail to the Tenant, Subtenant, Subtenant's parent/guardian and any other Tenants named on the original lease.

For Office Use: Attach to ☐ 25-26 lease ☐ 26-27 lease ☐ 27-28 lease ☐ other lease

☐ Approved with the following changes: _____ ☐

☐ \$20 fee paid

☐ ID received

☐ Info Form received

☐ NYSEG form received

☐ NYSEG form not needed

☐ Tenant signature/info complete

☐ Subtenant signature/info complete

☐ Subtenant Parent signature/info complete

☐ Start/End Dates verified as correct

☐ Uploaded/created to RM

☐ Entered in FM

☐ Scanned/emailed to Tenant/Sub/Parent/Roommates

SUBLET RESIDENT INFORMATION FORM**Address:****Apt. #**

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

IDENTIFICATION Full Legal Name: _____ Preferred/Nickname: _____For Identification Purposes *only*: Date of Birth: mm/dd/yy ____/____/____☐ Female ☐ Male ☐ Self-describe _____ Preferred Pronouns: _____**HOW DID YOU PICK THIS APARTMENT?**

How did you first find us? _____

What search terms did you use to look for housing? _____

What apt. features do you like best? _____

Did you find our web site and YouTube videos easy to use? How could we improve these to make it easier to navigate? _____

COLLEGE and PERSONAL INFORMATION ☐ Cornell ☐ Other: _____☐ Undergraduate ☐ Graduate ☐ Other: _____Expected Graduation Date? ☐ 2026 ☐ 2027 ☐ 2028 ☐ 2029 or later ☐ Other, explain: _____Major: _____ School: ☐ AAP ☐ A&S ☐ CALS ☐ ENG ☐ HA ☐ HE ☐ ILR ☐ JGSM ☐ LAWCampus affiliations ☐ Greek: _____ ☐ Athletic Teams: _____☐ Clubs/Groups _____**Permanent Home Address:**

Street _____

City/State/Zip _____

Country (if not USA) _____

Cell Phone Number _____

Cornell e-mail: _____@cornell.edu Alternate e-mail: _____

Where do you live now?

☐ Cornell Dorm or Local Address: _____☐ Permanent Home Address☐ Other: _____**EMERGENCY CONTACT/ LEASE GUARANTOR INFORMATION** (*A Guarantor is required for all students*)**Preferred Parent Contact:** ☐ Both ☐ Father ☐ Mother ☐ Other _____**FATHER** ☐ Mr. ☐ Dr. ☐ Other _____

Name: _____

E-mail: _____

Phone _____

Alternate phone _____

MOTHER ☐ Mrs. ☐ Ms. ☐ Dr. ☐ Other: _____

Name: _____

E-mail: _____

Phone _____

Alternate phone _____

Address: ☐ Same as Home. OR _____

City/State/Zip _____

Country (if not USA) _____

Employer/Occupation: _____

Address: ☐ Same as Home. OR _____

City/State/Zip _____

Country (if not USA) _____

Employer/Occupation: _____

☐ *I understand that smoking is not permitted in the apartment or building and that fines will apply for smoking violations. Initials here: _____*☐ *I understand I must submit a Government Issued Photo ID (Driver License or State ID Card, Passport)*I certify the above information is correct, as this **completed** form and ID copy are required prior to approval of the requested Sublet.

Signature: _____ Date: _____