Steps to Sublet

1. Take my room!
2. Obtain your landlord's permission in writing.
3. Determine landlord requirements and possible sublet fees.
   - Can be up to a month's rent.
4. Select your sublessee and agree to terms.
   - Screen sublessees:
     - past rental issues?
     - compatible with roommates?
5. Find a sublessee using the Apartment Search Database aptsearch.neu.edu
   - Make an inventory of furniture left in the apartment.
   - Move-in and move-out dates of the sublease.
   - How many keys are you giving to your sublessee?
   - What bills are the sub-lessee responsible for?
   - Do plants or pets need care?
   - Who will be responsible for cleaning the apartment and collecting the security deposit at the end of the term?
6. Sublet Agreement Tips!
   - Make a sublet agreement to help avoid confusion.
   - Save a copy of signed agreement.
7. Sort out details of rent payment.
   - Rent should go directly to landlord.