Steps to Sublet

I need a room!

Plan in advance to **find a sublet** using the Apartment Search Database aptsearch.neu.edu

Without permission, you may be evicted!

Verify that your sublessor has obtained the landlord's permission in writing

Select your sublet and agree to terms

Determine landlord requirements and possible sublet fees

- Can be up to 1 month's rent
  - Crosscheck inventory of furniture left in the apartment
  - Verify the move-in, move-out dates of the sublease
  - How many keys are you taking over from your sub-lessee?
  - What bills are you responsible for?
  - Any plants or pets that need care?
  - Who will be responsible for cleaning the apartment and collecting the security deposit at the end of the term?

Sublet Agreement Tips!

Make a **sublet agreement** to help avoid confusion

- Save a copy of signed agreement

Sort out details of rent payment

Rent should go directly to landlord

Sublessee

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