

SUBLEASING RULES

Subleasing is allowed only upon landlord approval. There is a one hundred dollar fee, per sublease agreement. Whomever you choose to sublease must fill out the attached application, and return to Laing Management prior to moving into the apartment/townhouse. After being approved, the sublease agreement must be agreed upon by sublessor and sublessee and accepted by Laing Management.

Do not allow anyone to move into the unit without an approved sublease agreement from Laing Management.

In order for an applicant to be approved:

- He/She must have a favorable rental reference of at least one year from someone they are not living with or related, without exception
- He/She must be of like kind to the sublessor
(example: If the sublessor is a 21 year old female college student, she could not sublease to a 40 year old man, unless original lease signers agree).
- All original lease signers must agree to allow the applicant to sublease by signing the back of the sublease agreement

Additional useful information:

- Because the sublessor (original tenant) is responsible to the landlord (Laing Management) and the sublessee is responsible to the sublessor, the sublessor may wish to continue to make rent payments to Laing Management to avoid late fees, and have sublessee make payments to sublessor.
- The sublessor must be present at the check-out appointment at the end of the lease term. We recommend ending the sublease agreement at least one day before the ending date of the lease, so you can make sure the apartment is in a good, clean condition. The security deposit refund will only be given to the original lease signers.
- It is in the sublessor's best interest to take a security deposit from the sublessee.

Remember, these rules and recommendations are to protect you and your security deposit. Please take each of them into consideration.

LAING MANAGEMENT CORPORATION
701 LUCINDA AVENUE
DEKALB, ILLINOIS 60115
(815) 758-1100
fax- (815) 758-1115



RENTAL APPLICATION TO SUBLEASE

DATE: _____
Applicant's Full Name: _____
Present Address _____
City _____ State: _____ Zip _____ Phone: (____) _____
Social Security Number: _____ Date of Birth _____
Driver's License Number: _____ Co-Applicant D/L Number _____
Co-Applicant Name: _____
Present Address _____
City _____ State: _____ Zip _____ Phone: (____) _____
Social Security Number: _____ Date of Birth _____
How many persons will occupy this apartment (including self)? _____ Please List Below.

Name	Age	Relationship	Name	Age	Relationship
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

RENTAL HISTORY

Applicant Information:

Current Landlord: _____ Phone: (____) _____
Landlord's Address: _____ How long at this address: _____
If Less Than 1 Year Please give Previous Landlord: _____
Address Rented: _____ Dates Rented: _____
Landlord's Address: _____ Phone: (____) _____

Co-Applicant Information:

Current Landlord: _____ Phone: (____) _____
Landlord's Address: _____ How long at this address: _____
If Less Than 1 Year Please give Previous Landlord: _____
Address Rented: _____ Dates Rented: _____
Landlord's Address: _____ Phone: (____) _____

PROPERTY INTERESTED IN: _____

Have you ever filed for bankruptcy? _____ Been evicted from tenancy? _____
Late on your rent payments? _____ Refused to pay rent when it was due? _____
Been convicted of a felony? _____

Who to contact in case of emergency _____ phone # _____
relationship _____ address _____

Please sign the Verification of Residency release on the back of application.

Verification of Residency

Phone # 815-758-1100

Fax # 815-758-1115

I hereby authorize my Landlord to disclose the information requested below to Laing Management Corp.

Applicant name (print) Applicant signature SS#

Co-Applicant name (print) Co-Applicant Signature SS#

Please return the application to Laing Management. We will contact your landlord for further information. Thank you.

From: Laing Management Corp.

The applicant referenced above has applied for an apartment and has indicated you as their Landlord. Please complete the following information and return it to us at your earliest convenience.

I. Landlord Address:

1. Lease dates _____
2. Rent amount \$ _____ Security Deposit amount \$ _____
3. Number of late payments: _____
4. Number of NSF checks in last 12 months _____
5. Have any unauthorized persons lived in this unit? _____
6. Has this resident been found with a pet? _____ Is it permitted? _____
7. Have there been any noise problems? _____
8. Have the police been called regarding the applicant or guests? _____
If yes, please explain _____
9. Has the applicant or guests acted in a physically violent or verbally abusive manner toward neighbors or staff? If yes, please explain _____
10. Amount of security deposit refunded to tenant \$ _____ Please explain _____
11. Would you rent to this resident again? _____
12. Other problems? _____
13. Are you related to this applicant? _____ If yes, how? _____

II. Landlord Thank you for your assistance!

Signature title date

Sublease Agreement

This **SUBLEASE**, made this _____ day of _____, 20____, between _____, hereinafter referred to as Sublessor, and _____, hereinafter referred to as Sublessee.

Witnesseth: Sublessor hereby agrees to rent, convey, and transfer to the Sublessee the premises known as _____ in DeKalb, IL, for the term commencing on the ____ day of _____, 20____ and ending on the ____ day of _____, 20____. In consideration of said transfer, Sublessee agrees to pay Sublessor as rent the total amount of \$ _____, of said transfer, said amount to be paid as follows: _____

Futhermore, Sublessee has deposited with Sublessor the sum of \$ _____, the receipt of which is hereby acknowledged as security for performance of this sublease and for extraordinary damages caused by Sublessee to the premises or furnishings. Said deposit shall be returned within _____ days of the termination of said sublease.

Sublessee further agrees to pay all of the following utility costs for said premises during the term of the sublease: _____

The \$100.00 fee for this sublease agreement will be paid to Laing Management as follows: _____

Sublessee further agrees to be bound by the lease executed between the Sublessor and the landlord so long as such terms do not conflict with the terms of this sublease, in which case the terms of the sublease shall prevail.

The parties further agree: _____

The lease's premises shall be occupied only by Sublessee(s) whose name(s) are affixed to this contract. No representations, except as contained herein, have been made to Sublessee respecting the condition of the subleased premises. The taking possession thereof by Sublessee shall be conclusive evidence that the leased premises were in good and satisfactory condition when possession of said premises was taken. At the expiration of this term, Sublessee will quit and surrender the premises hereby demises in as good state and condition as received, reasonable wear and tear and damage by fire or the elements, or from other causes beyond its control expected. All original signed tenants approve this sublease agreement.

IN WITNESS WHEREOF, the parties have executed this agreement the day and year written above.

Tenant

Sublessee

Landlord/Agent

I (We), the original tenant(s) of _____, agree to the
sublease agreement between _____
Original Tenant

and _____.
Sublessee

X _____ Date _____

X _____ Date _____

X _____ Date _____

X _____ Date _____