

Subleasing Guidelines- Wessinger Properties

Most importantly, you (and/or your group) are responsible for whatever happens in the unit while your sub-tenant is there. Choose wisely, make sure paperwork is in order, and get a security deposit from them.

Please complete these steps before finalizing any sublease.

- Notify Wessinger Properties via email of your intent to sublease prior to beginning your search.
- Advertise your sublease. (See below)
- Carefully screen prospective subtenants and 'show' them the unit. (See below)
- Complete the appropriate sublease paperwork with your subtenant. (see below)
- 'Check-in' your sub tenant. (See below)

Most residents find these avenues helpful for finding a subtenant.

- Word of mouth- contact friends, acquaintances, relatives, and class groups on Facebook.
- Place fliers strategically- such as on the law and business school bulletin boards.
- Free listing is offered on-line at the UofM Off Campus Housing Beyond the Diag website.
- Use any list serves you can access. Check if your program has one available.
- Facebook can be a useful tool. Local groups like "UMICH Housing, Rooms, Apartments, Sublets," "Student Housing in Ann Arbor Michigan," "University of Michigan Off-Campus Housing" are popular groups. Facebook is also a common place for scams. Investigate people's Facebook profiles thoroughly. If anyone is "looking for a friend," offering to pay more than you've listed, or asks you to pay a shipper it is usually a scam. If you have a bad gut feeling, trust it.
- Do not use services such as Craigslist, unless as a last resort as it is difficult to screen responses and prospective sub-tenants.

Screen prospective subtenants and 'show' them the unit.

- If someone shows interest, find out about their student status or job.
- Get a current landlord reference, phone number and the individual's current address.
- Questions to ask of previous landlord- Has rent been on time? Has the apartment been well cared for? Has the tenant been a good neighbor?
- Find the most responsible person to take over the unit- You are liable until the end of your lease.
- If you are currently living in the unit, the unit should be VERY CLEAN and as attractive as you can make it for any in person showings. Or you can send the prospective sub-tenant pictures and a floor plan of the unit as needed. There are pictures on our website for each unit and house.
- If you are not currently living in the unit, you will have to rely on pictures. Send the prospective sub-tenant pictures and a floor plan of the unit as needed. There are pictures on our website for each unit and house.
- If you are in a group lease, be sure that all members of the primary group agree with any sublease activity.

Complete the appropriate sublease paperwork with your subtenant.

- You must get permission from the landlord, Wessinger Properties, prior to completion of any sublease agreement.
- You will need a sublease form which can be found on the Wessinger Properties website on the Leasing Info page.
- Prepare 2 copies of your original lease, addendum, and conditions/inventory list to be signed by subtenant (one copy for them, one for you); and the Tenant's Rights and Duties booklet.

- Bring these materials to the meeting with your subtenant or ensure that they receive them electronically if done long distance.
- All subtenants, even if they are your friend or relative, will be required to sign the sublease form and provide a security deposit (we recommend at least one month of sublease rent).
- The landlord is to receive a copy of the sublease and the deposit is to be held by you, the primary tenant. Please make these arrangements ahead of time. You are acting as the landlord to your subtenant.
 - Important mistakes to avoid when filling out the sublease form.
 - Make sure there is one sublease per subtenant. And that it is signed with one resident.
 - Make sure the address is correct. Add unit number and bedroom number if applicable.
 - In the Pets clause, make sure to circle 'are not' or strikeout 'are' to indicate that NO PETS are allowed. There should be \$0 written into the pet fee blank.
 - Require a Security deposit. This is very important for your protection during the sublease.
 - INCLUDE subtenant email and cell number in the subtenant info section at the bottom.
- When submitting the completed sublease to the Landlord via email, make sure to copy all of your house/groupmates if you have any so they are fully informed of the sublease details and the subtenant info.
- Landlord must have given verbal approval or email approval of the sublease and have received a copy the completed sublease form documents PRIOR to when a subtenant moves in.
- There is a \$100 one-time fee charged to the primary tenant for facilitation of a sublease. That will be deducted from your security deposit unless otherwise arranged.
- Each primary tenant may not sublease their room or unit more than 2 times during a 12 month lease period.
- We recommend that utilities be placed in the subtenant's name, whenever practical.

'Check-in' your sub tenant.

- Make sure the unit is very clean so that the tenant can sign-off on your original condition/inventory lists.
- You will need to make arrangements for getting your subtenant into the unit. Wessinger Properties can assist if you or no one else in your unit can get them in. Arrangements can also be made to get subtenants in without meeting them in person. Ask Wessinger Properties for thoughts on options for your unit.
- The subtenant will be responsible for returning the unit in this same condition to you or the landlord depending on the end date of the agreement. Remember, you, as the primary tenant, are ultimately responsible for the condition of the unit and any damage or unpaid rent.
- If the subtenant will be the last person checking out of a unit at the end of the primary lease, please ensure that they clean the unit thoroughly or arrange to have cleaning done after they move out and prior to the end date of your primary lease.

We are happy to assist you in any way possible to ensure a smooth transition, including possible referrals or long-distance arrangements. Email for additional advice if necessary.