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**Sub-leasing Instructions**

Step 1

Go to our website at [www.bownheightsproperties.com](http://www.bownheightsproperties.com)

As soon as the website pulls up go to the bottom of the page and click on Leasing information

Scroll down till you see Important Leasing Documents

Print out an application and a rental verification form.

1. Come to our office to turn in your application, $100.00 app fee and the rental verification forms. Let us know the apartment # and tenant that you will be subleasing from. If you have a roommate make sure that you both come in at the same time.

Step 2 (for follow up visit)

1. Sub-tenants will need to go back to the website and read the Rules and Regulations.
2. Call the office and make an appointment to come in to sign the Sub-leasing Contract.

All sub-tenants, original tenant and his/her roommate must be at the meeting at the same time. Please Do Not wait until the last minute to sign the contract.

1. The security deposit must be paid to the tenant before the contract can be signed.

The security deposit is the same rate as the rent.

1. **Our company requires that the sub-tenant pays the rent to the original tenant each month. The original tenant will continue to pay for this rental account with his/her personal check or online thru there portal.**
2. The utilities (Water & Electric) must not be disconnected until August 6th. The utilities may be switched over to sub-tenants names but not disconnected.