



612-871-1986

Dear Resident,

It has come to our attention that you are interested in sub-leasing your apartment. We will allow that, but you need to follow some guidelines. There is a **\$100 per resident** sublease fee, payable **before we run any applications!**

The process is the same as when you applied for the apartment. We need any person that is interested in living in your apartment to fill out an application and send it to the office with an application fee of \$40.00 per person. You are responsible for showing your place. When you find someone and give them an application we will process the application and give you a call to let you know if that person is accepted. They can only move in when they are accepted, not before. Management will not do a walk through or a turn over, including painting, carpets and cleaning, before they move in. You are responsible for checking them in and giving them your keys.

If the sub-lessors is fulfilling the remainder of your lease, you will remain on the lease and responsible for the terms of the lease. If your sub-lessor is longer than 3 months we will sign a new lease and get a new security deposit. Don't forget we will need your forwarding address for your CRP and security deposit. Your security deposit will be returned 21 days after you move out.

There is a service at the U of M that will allow you to list your apartment on line for a small fee, call 612-624-2994. There is also [www.craigslist.com](http://www.craigslist.com) and [www.backpage.com](http://www.backpage.com) they works well. Be sure you update your listing daily and use lots of photos and videos if you can, it helps rent it quickly.

It is important that you only accept 1 application at a time, it does take a few days to process them. Once that person has been accepted or not then you are welcomed to accept another if needed.

Thank you,

Jill  
Irving Properties Inc