

Original Tenant Guide to Subletting

Original tenant resources and information

Where can you advertise your sublet?

- OFSIL Off-Campus Housing database [Search Rental Listings](#)
- OFSIL [Off-Campus Housing Listserv](#)
- Cornell Daily Sun <http://cornellsun.com>
- Word of mouth/Friends

Original lease

- Provide copy of original lease to subtenant.
- Review important terms of the contract.

Sub lease

- Inform the landlord of your intent to sublet, and develop a sublet agreement including exact dates the subtenant will have access to the property. Provide the landlord with a copy of the agreement.
- If others live in house, introduce those housemates to the subtenant.
- See [Housemate Compatibility & Questionnaire](#)

Property inventory and condition

- Complete the [Move-In/Move-Out Checklist](#) by walking through the unit and record condition of building and furnishings, including common areas. Include photo records.
- Review checklist with the subtenant, sign, and retain a copy, for your records.
- Provide landlord with a signed copy

Contact information

- Provide contact information (emergency, repairs, payments etc.) to the subtenant.

Keys

- Review your lease to determine policy for returning/copying keys.
- Make sure subtenant has access to a key.

Security deposit

- Secure a deposit from the subtenant.
- Consider requiring full payment of rent upon move-in.

Risks and tips

- The original tenant may be responsible for all outstanding rental payments if the subtenant is delinquent in paying rent. *Tip: If possible require subtenant make one lump sum payment, or a few larger lump sum payments.*
- The original tenant may be responsible for damages incurred after he/she moved out. The landlord could recover the costs of the damages by deducting from the original tenant's deposit. **Deposit deductions can be significant.** *Tip: Carefully inspect property upon departure and require a security deposit from subtenant.*
- If the utilities and other services in the original tenant's name it may be difficult to collect payment for those services. *Tip: Include estimates of incidental charges with the subtenant's rent, or switch the billing information into the subtenant's name(s) upon move-in.*