### Original Tenant Guide to Subletting

#### Original tenant resources and information

**Where can you advertise your sublet?**
- OFSIL Off-Campus Housing database [Search Rental Listings](http://offcampushousing.cornell.edu)
- OFSIL [Off-Campus Housing Listserv](http://cornellsun.com)
- Cornell Daily Sun [http://cornellsun.com](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](http://offcampushousing.cornell.edu)

**Property inventory and condition**
- Complete the [Move-In/Move-Out Checklist](http://offcampushousing.cornell.edu) 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.*