# A Subtenant Guide to Subletting

## Subtenant resources and information

**Where can you search for a sublet?**
- OFSIL Off-Campus Housing database [Search Rental Listings](https://www.oifs.cornell.edu/offcampushousing)
- OFSIL Off-Campus Housing Listserv
- Cornell Daily Sun [http://cornellsun.com](http://cornellsun.com)
- Word of mouth/Friends

## Original lease
- Review and understand the original lease, terms for subletting and information about deductions from deposits.
- Retain a copy, for your records.

## Sub lease
- Meet with the landlord.
- Meet with other tenants in the apartment to determine compatibility. Consider the expectations of the other tenants.
- See [Housemate Compatibility & Questionnaire](https://www.oifs.cornell.edu/housemate-compatibility-questionnaire)
- Read, understand, and sign a sublet agreement. Retain a copy, for your records.

## Property inventory and condition
- At move-in, complete the [Move-In/Move-Out Checklist](https://www.oifs.cornell.edu/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 original tenant, sign, and retain a copy, for your records.

## Contact information
- Obtain contact information from the original tenant in case of emergency (i.e. housemate concerns, payments etc.)

## Keys
- Obtain copy of key (from landlord?, original tenant?) Does anyone else have a copy of the key(s)?

## Security deposit
- Pay original tenant (or landlord) a deposit.
- Review lease for security deposit deduction specifics.
- Ask landlord if they routinely deduct from deposits, and for what reasons.

## Risks and tips
- If rental payment is made to the original tenant, rather than to the landlord, and the payment is not received the subtenant may face eviction proceedings. *Tip: Make rental payments directly to landlord and obtain receipt for payment.*
- Utilities and other services (i.e., heat, water, cable, electric, internet, telephone, etc.) may be discontinued if the balances are not paid. *Tip: Subtenants should be provided with existing balances on any utilities and services for the unit. Outstanding balances should be addressed before the subtenant signs a contract.*
- If the original tenant(s) caused damage prior to subtenant occupancy and those damages are not documented, the subtenant may be held responsible for part/all of the damages. If there are multiple housemates, security deposit deductions are made equally from all tenants/subtenants. *Deposit deductions can be significant.* *Tip: Document the condition of the apartment and the furnishings upon move in. Make sure the documents are date-stamped and share those with the original tenant and landlord.*