

A Subtenant Guide to Subletting

Subtenant resources and information
Where can you search for a sublet? <ul style="list-style-type: none">• 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 <ul style="list-style-type: none">• Review and understand the original lease, terms for subletting and information about deductions from deposits.• Retain a copy, for your records.
Sub lease <ul style="list-style-type: none">• 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• Read, understand, and sign a sublet agreement. Retain a copy, for your records.
Property inventory and condition <ul style="list-style-type: none">• At move-in, 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 original tenant, sign, and retain a copy, for your records.
Contact information <ul style="list-style-type: none">• Obtain contact information from the original tenant in case of emergency (i.e. housemate concerns, payments etc.)
Keys <ul style="list-style-type: none">• Obtain copy of key (from landlord?, original tenant?) Does anyone else have a copy of the key(s)?
Security deposit <ul style="list-style-type: none">• 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 <ul style="list-style-type: none">• 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. <i>Tip: Make rental payments directly to landlord and obtain receipt for payment.</i>• Utilities and other services (i.e., heat, water, cable, electric, internet, telephone, etc.) may be discontinued if the balances are not paid. <i>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.</i>• 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. <i>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.</i>