

CLERMONT

Sublet Assignment Package

First, a sublet form must be completed by you with your Superintendent (see form below). All Lessees must sign the form. There is a \$150.00 administration fee that must accompany the signed form. Your Superintendent will tell any prospective tenants that your apartment is available and will show them your apartment.

We have prepared a list of suggestions that will help you find a suitable new tenant as quickly as possible.

Remember that you are held responsible for the rent until a new tenant has signed a lease and moved in.

1. **Advertise, Advertise, Advertise....** your apartment for rent in the local newspapers and list your own phone number. Make flyers, post notices on bulletin boards in grocery stores, at work, in malls, at Queen's University and St. Lawrence College.
2. **Offer an incentive** (eg. Free months rent) Any incentive agreements are between you and the new tenant. Your Landlord cannot get involved in these agreements. The new lease will be written for the full amount of the rent and that amount must be paid by the new tenant.
3. **Prepare your apartment to show well.** Leave it clean and tidy for showings by you or your Superintendent.
4. **Make prospective tenants aware of the amenities in the building and neighbourhood.** Sell your unit and the building.

Tell them about:

- Building security (intercom);
- Appliances included (frost-free fridge);
- Building cleanliness and maintenance;
- Pool, sauna, exercise facilities;
- Plug-in parking for 1 vehicle;
- Extra parking available at \$25/month;
- Local schools, daycare facilities;
- Access to public transit; and
- Access to shopping.

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Sublet / Assignment Form

I/We _____ declare that I/we wish to be released from my contract, of the premises known as _____ on the _____ day of _____ 20____ by 12:00 noon or as soon as possible thereafter. I /we understand and agree that termination of my lease prior to the expiry date is conditional upon the following:

1. an acceptable substitute tenant must be secured and the substitute tenant must enter into the Landlord's usual lease for a term not less than the balance of the term remaining on my/our present lease. **UNTIL SUCH NEW LEASE COMMENCES, I/WE WILL CONTINUE TO PAY MY/OUR RENT AS PROVIDED FOR IN MY LEASE.**
2. My/our lease will terminate at the time the new tenant takes possession of the unit.
3. I/We agree to pay you in CASH or CERTIFIED CHEQUE an administrative charge of \$150.00 which must accompany this request. Said sum is not refundable and is to cover the cost in connection with overhead, investigation, drawing up of the lease, etc.
4. I/We understand that it is my/our responsibility to secure a prospective tenant to be approved by the office. However, the Superintendent is allowed to show the apartment on my/our behalf if a prospective tenant is inquiring through the office.
5. I/We will return all my/our keys when I/we vacate. Keys shall be given to the new tenant by the BUILDING SUPERINTENDENT ONLY.
6. I/We understand I/we must deliver up vacant possession and occupation of the premises on or before the date the substitute tenant is to move in and that this agreement may be enforced by a Writ of Possession (eviction order) if I/we fail to do so.
7. The Landlord agrees to notify the tenant of the date vacant possession is required and the Landlord agrees to release the Tenant herein from his/her obligation under the lease, provided all the terms and conditions above have been met by the tenant.

I/We, the undersigned, tenant(s) of the above premises, confirm that I/we have read and understood the above and consent to all the terms and conditions.

Date: _____ Signature of Tenant: _____
Tenant: _____

Forwarding Address: _____

The Landlord agrees to release the above tenant(s) from the above-mentioned lease once all the conditions herein have been met by the tenants.

Date: _____ Signature of Landlord: _____