



PELLA COMPANY

SUBLEASE GENERAL INFORMATION

As a service to our residents, Pella Company provides assistance to those who wish to sublease their apartments. The procedures for subleasing are as follows:

1. Advertise your intent to sublease your apartment by advising friends or acquaintances, utilizing the Lantern, Off-campus Student Services, and/or listing your apartment with the Pella Company office.
2. When you find someone who wants to sublease your apartment, you need to bring them in to our office so that they may complete an application and sign a Sublease Agreement. All of the original Lessees must also sign the Sublease agreement attesting that all are in accord with this action.
3. A minimum of a \$200.00 damage deposit in addition to the original Lessees deposits must be submitted by new residents.
4. Don't forget to inform the new residents of our parking policies! (Once you move out, you should give them your parking permit to use).

Although a sublease agreement may be signed, please recall that the original lessee(s) are still ultimately responsible for all the terms of the lease.