PEAK PROPERTIES

773 | 281 | 5252 PHONE
773 | 281 | 5256 FAX
www.peakproperties.biz
2201 W. Roscoe
Chicago, IL 60618

SUBLETTING/RE-LETTING AGREEMENT

You must sign this agreement to Re-Let/Sub-Let/or buy out your Lease. Fill out the exact date you will move out and your Re-Let will begin.

In order to Re-Let/Sub-Let, it is your responsibility to advertise and show your apartment. The following must be completed to successfully Re-Let/Sub-Let your apartment, releasing you from any financial obligations.

1. Prospective Tenants: Hand out the attached Application to prospective tenants who are interested in renting your apartment. Prospective tenants should return the completed Application to Peak Properties so it can be processed. You must fill in the commencement month on the applications to ensure the new Lease begins on the date you want. Please follow up with us after Applications are handed out. Do not assume that the application, even if it is completed and delivered to our office by someone who says they are interested, will result in a Lease. The prospective tenant must first be approved by our office, produce the required security deposit, before you will be released of your obligations.

2. Move-in Coordination: After you have found a qualified Sub-Let/Re-Let tenant, its your responsibility to coordinate the new tenant move-in, including delivery of keys to the new tenant, redecorating or painting (if necessary), cleaning and taking all steps necessary to deliver the apartment in move-in condition to the new tenant. If the apartment is not left in move-in condition and we must clean and or re-decorate the apartment for your Re-Let tenant, you will be responsible for all fees incurred.

3. Forwarding Address: Remember, we must have your forwarding address to return your Security Deposit. If we do not have a forwarding address, we will return your Security Deposit to your old apartment address under the assumption that you will rely on the U.S. Postal service to forward your mail. Your Security Deposit will be returned to you, pursuant to your Lease and in accordance with all applicable city and state laws.

4. Mitigation of Damages: In addition to the foregoing, Peak Properties will make every attempt to re-rent your apartment in order to mitigate your damaged. This being said, you as the tenant, will be responsible for all costs associated with this process. This includes, but is not limited to advertising , rental agency fees and commissions.

PLEASE NOTE: IF YOUR APARTMENT IS NOT RE-RENTED, YOU, AS THE TENANT, ARE RESPONSIBLE FOR THE RENT UNTIL IT IS RE-RENTED OR THE EXPIRATION OF YOUR LEASE, UNLESS YOU CHOOSE TO BUY-OUT YOUR LEASE.

LEASE BUY-OUT

You may break your lease with no further obligation by forfeiting your security deposit and paying two months rent, totaling three months rent. This fee is payable prior to move-out and will release you from your lease and any financial obligation. If you have any further questions, please call our office at (773) 281.5252 ext.222

I understand the obligations and responsibilities as a subletter:

_____	_____	_____
Lessee Signature	Print Name	Date
_____	_____	_____
Lessee Signature	Print Name	Date

Current Address:_____Current Rent:_____Lease end date:_____

Forwarding Address:_____ Move-Out Date:_____

Please provide us with a phone number that you can best be contacted at:_____