



MALLARD LAKE APARTMENTS
Live Smart at Mallard Lake!

SUBLEASE AUTHORIZATION

MALLARD LAKE APARTMENTS DOES NOT PERMIT THE SUBLEASING OF AN APARTMENT WITHOUT PRIOR WRITTEN CONSENT FROM MALLARD LAKE MANAGEMENT AND/OR ITS AGENTS.

No revisions to the lease shall be made within 60 days prior to the lease's expiration date.

If the tenant(s) listed as Leaseholder(s) would like to sublease his/her apartment, he/she must find a "qualified" individual(s) to take responsibility over the lease terms and conditions. The qualification status of the new tenant(s) will be determined using the standard application process currently in place by Mallard Lake Management. All new leaseholders must submit an application and receive approval based on current rental policies.

The new tenant, or "Sub-Lessee," must complete an application and pay a \$100 application fee. Once the new tenant is approved, the lease will be revised.

The current Lessee(s) must approve the sublease/takeover by signing and returning this request with the "Sub-Lessee's" completed application and application fee. Additional security deposit monies may be required based on the information obtained during the application process, ranging anywhere from an additional \$250 up to three (3) months' rent.

This policy is subject to change without prior notice.

Please be advised that I, (Vacating Tenant), will move out of the apartment located at (Address) on (Date) / / .

(Sub-Lessee) has agreed to take full responsibility for the apartment in its current condition (accepting the move-in inspection sheet as originally documented), subject to the application process and with management approval. We have transferred the Security Deposit of \$ between ourselves. Upon complete vacation of the apartment, providing that all lease obligations have been fulfilled, the Security Deposit will become the property of , with recognition that he/she will be responsible for the mandatory administration fee, any outstanding balances, and/or any move-out charges that will be due and deducted from the Security Deposit.

Both parties agree to all of the above "subleasing" terms as indicated by their signatures below.

Vacating Tenant Date

Sub-Lessee Date

Mallard Lake Property Manager Date

(See Reverse Side)

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**CURRENT LESSEE'S FORWARDING ADDRESS**

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Address

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City, State, Zip

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Phone #

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***Office Use Only!***

\$ \_\_\_\_\_ Received by \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_.