

SUBLET REQUEST FORM

I/We _____, are requesting to sublet the unit located at, _____. The reason for this sublet is,

_____.

Our intention is to have the unit available to view on, _____ and will be available to move in to for new tenant(s) as of, _____. As an incentive for the new tenant(s) we will be offering to them: _____

_____.

I/We understand it is our responsibility to advertise and show the unit. Application forms are available on-line or in the office.

As it may be possible for Kacena Real Estate Management LLC to have a prospect they have permission to show this unit without a 24 hour notice while I/we as tenant(s) are occupying the rental location.

I/We, _____, do understand that we will be responsible for the monthly rent of \$_____ and the utilities until a new tenant(s) have been approved by Kacena Real Estate Management LLC and the lease has been secured and signed by said tenant(s). At that time the \$250.00 sublet fee will be due.

To assist Kacena Real Estate Management will place this unit on their board and on their website for sublet available as of _____. As I understand all other advertising fees will be the responsibility of the current tenant(s).

Tenant

Date

Tenant

Date