

Family Owned and Operated

CONDITIONS OF SUBLEASING

The following are the Conditions of Subleasing for current residents ("Lessee(s)"); Burnham Rentals, Burnham Rentals, LLC and Burnham Place Apartments, LLC ("Lessor"); and prospective resident(s) ("Sublessee(s)").

1. Lessee(s) intending to sublease rental units must provide written notification to Lessor. **Written consent from all Lessees is required before proceeding with the acceptance of any Sublessee(s).**
2. Lessee(s) may advertise and identify Sublessee(s). It is not Lessor's responsibility to identify Sublessee(s); however, Lessor will post the subleasing opportunity on their website.
3. A rental unit is limited to one (1) sublease per lease term, irrespective of the number of Lessees involved.
4. Sublessee(s) must submit a Burnham Rentals application. Lessee's(s') rent must be paid to date at the time of signing the sublease agreement. Lessor will not approve a sublease if the Lessee's(s') rent is past due.
5. Once approved by Lessor, Sublessee(s) and Lessee(s) will outline terms in the subleasing worksheet, which includes responsibility for rent payments; cleaning of the rental unit; professional carpet cleaning; disconnection/transfer of utilities; and scheduling the final check-out inspection (if applicable). Lessor requires five (5) business days to prepare and route the necessary agreements for review and signatures. Both Lessee(s) and Sublessee(s) retain responsibility for the rental unit stipulated in the original lease.
6. Sublessee(s) must pay a damage deposit equal to one month's rent or the portion thereof assigned to Lessee(s). Lessee's(s') damage deposit will remain in place for the duration of the original lease.
7. If there is a subsidy/discount rent arrangement, the Lessee(s) must remit the full subsidy at the time of signing the sublease agreement. **All rent payments are to be paid directly to Lessor.**
8. A check-in/check-out inspection is not mandated by the City of Bloomington Housing Code for subleases. Sublessee(s) will receive a copy of the Lessee's(s') original check-in sheet from the Lessor. Any damage or concerns identified by Sublessee(s) upon taking possession must be reported to the Lessor in writing within five (5) days. Failure to do so will result in any charges for such issues being assessed to the Sublessee(s).
9. Should Sublessee(s) execute a lease for the subsequent rental period, a comprehensive check-out/check-in inspection will be conducted as occupancy transitions from the Lessee(s) to the Sublessee(s), at which point all standard check-out policies and procedures shall apply.
10. If the rental unit is subleased during any contract period and the original Lessee(s) subsequently renew(s) for another term in the same unit, any damage caused by Sublessee(s) must be reported to the Lessor by the original Lessee(s) within five (5) days of regaining possession. If no report is made, it will be assumed that no damage occurred, and the Sublessee's(s') deposit will be refunded in full.
11. The Lessor reserves the right to assess a \$100 subleasing administration fee.
12. Any subleasing agreements or rental contracts executed without the inclusion of the Lessor are strictly prohibited and may result in immediate eviction.