



404 H University Drive East  
College Station, Texas 77840

## **Subleasing and Tenant Change Guidelines**

Current tenants who wish to terminate their lease prior to the expiration date indicated in the lease agreement should refer to paragraph 28 of their lease agreement for lease provisions regarding early termination and the associated fees. The provisions below apply to situations involving a sublease, and/or situations involving addition or removal of one or more, but not all tenants to a lease.

- Tenant changes involving more than 50% of the current tenants will be considered a sublease and subject to fees indicated in paragraph 28 of the lease agreement. Tenant changes involving less than 50% of the current tenants will require payment of \$125 each time a tenant change is made.
- All new tenants must submit a lease application and pay a \$30 application fee. (New tenants are subject to our normal lease qualifications). New tenants may be required to have a financial guarantor at Aggieland Properties' discretion.
- New tenants may only occupy the property after Aggieland Properties has received payment of all required fees and after ALL current and replacement tenants have signed all forms required to complete the changes to the lease.
- Current tenants will be released from liability under the lease only after all replacement tenants have been approved by Aggieland Properties and paid all associated fees, and after AP has received all forms required, signed and completed.
- Security and Pet Deposits will not be refunded in the event of a sublease or tenant change. Deposit refunds will only be released at the expiration of the lease, and will be made payable to tenants who are on the lease at the time that it expires, regardless of who made the payments or when they were added to the lease. Outside agreements regarding security deposit reimbursements between current and replacement tenants will not be considered or enforced by Aggieland Properties.
- All current tenants must sign a Sublease or Tenant Change Agreement and a Notice to Vacate, and deliver to Aggieland Properties before we will begin marketing the property for sublease or complete the tenant change documents. Tenants may not enter into a sublease agreement without written permission from Aggieland Properties.
- It is the responsibility of all tenants, both current and replacement tenants, to ensure all applications, fees, and other required forms are submitted to Aggieland Properties in a timely fashion. Aggieland Properties is not responsible for losses or damages suffered by a tenant or

applicant due to another tenant's or applicant's failure to provide required information, applications, payments, or signatures needed to complete a sublease or tenant change.

Tenant: \_\_\_\_\_

Landlord: \_\_\_\_\_

Tenant: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Tenant: \_\_\_\_\_

AP Employee: \_\_\_\_\_

Tenant: \_\_\_\_\_