



## **Subleasing Procedures for Tenants**

All tenants are welcome to sublease their apartment. Subleasing does not relieve you of your original lease obligation. The sub-tenant will pay rent directly to Mo2 Properties but in the event they do not pay rent, you and anyone else on the lease/sublease are still liable. Therefore, Mo2 Properties will screen tenants extensively for your protection.

### **Steps to sublet**

1. Advertise your apartment online ( we suggest craigslist, hotpads, domu but there are multiple services)
2. Show prospective tenants the apartment
3. Request in writing that you would like your apartment posted to the website. Have interested prospects fill out the online application at [www.mo2properties.com](http://www.mo2properties.com)
  - *New Tenants will be required to pay a \$40 application fee through the website for Credit and Background Check and Income Verification.*
4. Please inform Ryan at [rpecka@mo2properties.com](mailto:rpecka@mo2properties.com) at that you have applicants applying and what their names are along with your address and unit #.
5. Mo2 Properties will screen prospects and if approved, we will forward a sublease agreement to be signed first by you and then the new sub-tenant. (see attached example)

### **Move Out Procedures (after approval):**

- You are responsible for cleaning and turning over the apartment to the sub-tenants in good condition. Mo2 Properties does not require a move in fee from sub-tenants as we do not clean or paint the apartment in between
- You will be responsible for giving keys to sub-tenants
- Please notify Mo2 Properties when the transfer is complete

Please feel free to reach out to Ryan at 773-661-2772 with any additional questions.

Thank you,

Mo2 Properties Team