

Burnham Rentals

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CONDITIONS OF SUBLEASING

The following are the conditions of subleasing for current residents (“Lessee(s)”) Burnham Rentals, Burnham Rentals, LLC. and Burnham Place Apartments (“Lessor”).

1. Lessee(s) who wish to sublease their rental units must notify the Lessor in writing (via letter, e-mail or fax) of their intent to sublease. Lessee(s) may advertise for and identify perspective Sublessee(s). It is not responsibility of the Lessor to identify potential Sublessee(s).
2. In rental units with more than one Lessee, all Lessees must agree with the selection of a Sublessee.
3. Lessor reserves the right to charge a \$75.00 subleasing fee.
4. A rental unit may only be subleased once during the lease term regardless of the number of residents in the rental unit.
5. Perspective sublessee(s) must complete a Burnham Rentals application, which is available online or at the Burnham Rentals office during business hours, Monday through Friday from 9:00 a.m. to 4:30 p.m. If the Sublessee(s) is/are approved, a meeting between the Lessee(s), the Sublessee(s) and the Lessor will be scheduled to discuss the terms of the sublease.
6. Sublessee(s) will sign on the original lease and post a damage deposit equivalent to one month’s rent, or the portion of the monthly rent assigned to the Lessee(s). The original Lessee’s(s’) deposit will be kept through the term of the original lease. The Lessee(s) and Sublessee(s) maintain responsibility for the rental unit as per the terms of the lease.
7. Separate sublease agreements developed between the Lessee(s) and the Sublessee(s) are acceptable; however, the Lessor is not subject to the conditions and terms established in separate agreements. If such arrangements are made, copies of the agreements should be left on file with Lessor.
8. If a subsidy or discount rent arrangement is involved with a sublease, the subsidy difference must be paid before the original Lessee(s) vacate(s) the rental unit. All rent payments are to be paid directly to the Lessor.

9. A check-in/check-out inspection is not required by the City of Bloomington Housing Code for subleases. A copy of the Lessee's(s') check-in sheet will be provided to the Sublessee(s) upon request. If the Sublessee(s) suspect(s) damages or other problems with the rental unit from the original Lessee(s), the Lessor must be notified in writing within three (3) days of taking possession of the rental unit. Failure to notify the Lessor of damages will result in any charges being assessed to the Sublessee(s).
- 10 In certain cases, the Sublessee(s) may sign a lease to continue on for the next rental period. In such cases, a complete check-out/check-in of the rental unit will occur when occupancy transfers between the Lessee(s) and Sublessee(s). All check-out polices and procedures will apply.
- 11 It is the obligation of the Lessee(s) and the Sublessee(s), not the Lessor, to coordinate the transfer of the appropriate utilities.
- 12 Final check-out details should be negotiated between the Lessee(s) and the Sublessee(s), which include apartment cleaning, professional carpet cleaning, disconnection/transfer of utilities, and scheduling the final check-out inspection with the Lessor.
- 13 Should the rental unit be subleased for any term during the contract and the original Lessee(s) renews for another term in the same rental unit, the original Lessee(s) has the responsibility to advise Burnham Rentals of any damages caused by Sublessee(s). Original Lessee(s) must advise Lessor within 10 days of retaking possession of the rental unit of any damages caused by Sublessee(s). If this does not occur, Sublessee(s) deposit will be refunded in full and original Lessee(s) will be held responsible for all damages.