



Dear Tenants,

A sublease is a lease of all or a portion of premises by a tenant who has leased the premises from the owner/ property manager. A sublease is prohibited without the expressed written permission from the property manager. Once the lease is reassigned the responsibility of the remainder of the lease is transferred to the sublessee.

If you are considering subleasing your home here are the things you need to know:

- ✓ **You are responsible for finding a qualified sublessee.** This person must meet specific credit requirements and income requirements. Typically tenants are required to make 2X the monthly rent in order to qualify for move-in (i.e. If the rent is \$1000 per month, prospective tenants must make \$2000 per month in order to qualify)
- ✓ **Once you have found a qualified tenant they must be approved by Champaign County Realty before they can move in.** If you allow a person to unlawfully move in to your home without the expressed written consent of Champaign County Realty you could be evicted and be held responsible for additional fees associated with the eviction of both parties.
- ✓ **Once a sublessee has been approved by CCR you are responsible for a \$450 subleasing fee.**
- ✓ **Once your qualified sublessee has been approved by Champaign County Realty, your sublessee must sign a new lease agreement at the CCR offices. The Sublessee must also pay their deposit at this time.** No one can move in the premises before a lease is signed by the sublessee and a deposit has been paid.
- ✓ **Once your qualified sublessee has been approved by Champaign County Realty and they have signed a lease and paid the deposit you will lose all rights and responsibilities associated with the property and your lease will be terminated.**
- ✓ **Upon move out you must return your keys to the CCR offices where the sublessee can pick them up once their 1st month's rent is paid.**

Please understand not following ANY of these rules may result legal action being taken against you!

Did you know CCR is the only Family-owned and operated full service Real-Estate Company in Champaign-Urbana?