



# **TOP NOTCH CLEMSON REALTY INC.**

## **Sublease Agreement Instructions**

The subleser and subleasee will need to fill out the form and sign. If the sublesor signed a joint/group lease then their roommates will also have to sign the sublease agreement as well. The subleser will pay a \$100.00 processing fee for subleasing and the subleasee will pay a \$50.00 application fee, a \$200.00 deposit, and a \$100.00 non refundable cleaning fee. The subleasee will need to apply and pass our screening criteria before considered, the application can be found on our website at [www.rentinclemson.com](http://www.rentinclemson.com) under the forms tab. Once all paperwork has been completed and submitted you will receive an email with confirmation everything is complete, a copy of the executed sublease agreement, and reminder of monies due.

If you have any questions please contact our leasing office at 864-654-9552 or by email at [info@topnotchclemson.com](mailto:info@topnotchclemson.com).

**TOP NOTCH CLEMSON REALTY INC**  
**MANAGEMENT DIVISION**  
201 Frontage Rd. Suite 2, Clemson, SC 29631  
**WWW.RENTINCLEMSON.COM**  
(864).654.9552

**SUBLEASE AGREEMENT AND APPROVAL**

DATE: _____
ADDRESS: _____
SUBLEASOR (Current Tenant): _____
SUBLEASEE (New Tenant): _____

This is to certify that \_\_\_\_\_ is subleasing the above referenced apartment from \_\_\_\_\_ (start date) to \_\_\_\_\_ (end date) and assumes all terms and conditions of the original lease signed by the Sublesor.

The rent of \$\_\_\_\_\_ per month is to be paid by the Subleasee. Any additional rents due will be handled in the following manner:

\_\_\_\_\_

**The Security Deposit of \$200.00 will be paid by the Subleasee and a \$100.00 non refundable cleaning/carpet cleaning fee. The Subleasee would have completed the application process and paid the \$50.00 application fee before receiving an agreement. It is understood that this sublease agreement does not relieve the Sublesor of responsibility to TOP NOTCH CLEMSON REALTY INC. for damages, non-payment of rent, and/or any late fees, unless both parties have signed a release form.**

**The Sublesor hereby agrees to pay TOP NOTCH CLEMSON REALTY a \$100.00 processing fee for Sublease Agreement.**

\_\_\_\_\_  
Sublesor (Current Tenant)

\_\_\_\_\_  
Subleasee (New Tenant)

We the tenants of the above apartment accept \_\_\_\_\_ as the Subleasee.

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
TOP NOTCH CLEMSON REALTY INC.