## How to Sublease Your Apartment - Checklist

### Step 1: Confirm Subleasing is Allowed

- ☐ Review your lease agreement for subleasing rules.
- ☐ Notify your landlord or leasing company and obtain written approval if required.
- ☐ Understand any subleasing fees or conditions your landlord may impose.

### Step 2: Prepare Your Listing

- ☐ Take clear, well-lit photos of the space, including key areas (bedroom, kitchen, bathroom, common areas).
- ☐ Write a detailed description, including:
    - Monthly rent price and payment method.
    - Move-in and move-out dates.
    - Utilities included (WiFi, electricity, gas, water, etc.).
    - Amenities (furnished, laundry, gym, doorman, parking, etc.).
    - Any restrictions (no pets, no smoking, etc.).
      Gather all necessary documents, such as the original lease and utility bills, to answer subtenant questions.

### Step 4: Finalize the Sublease

- ☐ Submit the NYC Summer Housing Sublease Listing form
- ☐ Use the **@nycsummerhousing Sublease Agreement Template** to draft an agreement.
- ☐ Collect the first month's rent and security deposit before move-in.
  Provide the subtenant with all necessary keys, building codes, and move-in instructions.

### Step 5: Vet Subtenants

- ☐ Ask for references (employers, professors).
- ☐ Request proof of internship income or a guarantor.
- ☐ Set up a video call or in-person tour before finalizing an agreement.
- ☐ Trust your instincts—if something feels off, don't proceed.

### Step 6: Prepare for Move-Out

- ☐ Clean the apartment thoroughly and remove all personal belongings.
  Take photos of the apartment's condition before the subtenant moves in.
- ☐ Leave instructions for trash/recycling, mail forwarding, and emergency contacts.
- ☐ Coordinate key handover and confirm final move-out date.

⚠ **Disclaimer:** @nycsummerhousing serves as a listing platform and assumes no legal liability for any agreements, disputes, or issues arising between sublessors and subtenants. Please ensure you understand your lease terms and legal responsibilities before subleasing.