

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 lessors and subtenants. Please ensure you understand your lease terms and legal responsibilities before subleasing.