

Today's Date: _____
1/6/12

Updated As Of:

Address of unit to be Sub-Leased: _____

Amount of Rent \$ _____

Amount of Fee \$ _____

Description of Unit _____

___ Has manager initialed it _____

___ Has Accts. Receivable initialed it? _____

___ Have all Lessees of the particular unit signed the paper?

___ Has all info. Been entered into the computer? Check out sheet ready?

___ Unit listed on the AVL LISTS? AVL Board? Ads in paper? Signs up?

Office use only above this line

Campbell Property Management
1776 W. Lakeview
Stillwater, OK 74075 / [\(405\)-372-9225](tel:(405)372-9225)
www.campbellmgmt.com

Procedure for Subleasing

1. Lessee Shall pay to Lessor a fee equal to 75% of one month's rent (Refer to your Lease)

Subleasing: Lessee shall not have the right or power to sublet the premises or any part thereof, or to transfer or assign the lease or any interest therein without prior written consent from Lessor. Lessor is not obligated to consent. Before Lessor will give written consent to sublease, Lessee must notify Lessor in writing of the intention to sublease and include a proposed date that the leased premises will be available for occupancy by a Sub-lessee. Lessor shall not be obligated or required to accept any Sub-lessee provided by Lessee or others. **The fee to Lessor for consenting to a Sublease shall be a sum equal to 75% of the total amount of monthly rent in addition to rent and other sums due or that may become due.** This fee also applies in the event that Lessor gives written consent to Lessee to terminate the Lease and vacate the premises prior to the expiration of the Lease term. Sublease or consent to sublease does not discharge or release Lessee from liability for rent or other obligations under the Lease Agreement unless it is specifically agreed in writing by Lessor.

2. Lessee must vacate the premises according to date specified.

Hold over clause: If Lessee shall remain or continue to be in possession of the leased premises or any part thereof after the termination of the Lease, Lessor may, at Lessor's option, charge Lessee daily rent during this time rate equal to twice the amount of daily rent pro-rated daily for each day or any part thereof with the Lease Agreement otherwise remaining in full force and effect or elect that such holding over is a renewal by Lessee of the Lease Agreement on a month to month basis. If Lessor elects that such holdover is a renewal by Lessee of the Lease Agreement on a month-to-month basis, Lessor or Lessee shall be required to give thirty (30) days written notice to the other at the address provided in the Lease Agreement to terminate the Lease.

3. Lessee obligated for rent

Abandonment: If the leased premises are abandoned or become vacant during the term of the Lease, without Lessee having paid in full the rent for the entire term, then Lessor may at Lessor's option, take possession of the leased premises, make reasonable efforts to sublease the same for Lessee and apply the proceeds received from any sublease to the payment of rent and fees of Lessee due under the Lease Agreement. If Lessor elects to take possession and attempt to sublease the premises, **this shall not discharge or release Lessee from liability for rent or any other obligations of Lessee under the Lease Agreement.** Any property remaining in or on the leased premises may be given to a non-profit organization. (Please Print Clearly)

_____, _____,

_____, _____,

_____, (LESSEE) of the unit LOCATED

AT _____ state the I have read and understand the above terms and agree to same and will be fully moved out on or before _____, 20___. The premises will be left in good repair and a clean and orderly manner. I hereby give full authority to Campbell Property Management Co. Inc., Lessor, to Sub-lease this unit as of the above mentioned move out date.

Lessee Date

Lessee Date

Lessee Date

Lessor Date Lessee Date

Phone #'s to reach Lessee's at: _____ / _____ / _____ / _____

E-Mail Addresses: _____

Special Provisions: _____