



**OFF BROADWAY, INC.**  
100 HOWE STREET  
NEW HAVEN, CT 06511  
(203) 498-7786 ext 22

## About Subletting ...

Subletting of your apartment is allowed only with written permission from the leasing office. As you know, we take the issue of occupancy quite seriously, and failure to comply with the lease in this regard could well result in legal action against you.

If you want to sublet your apartment, the following is required:

1. The submission of a fully completed application to the Leasing Office, along with a check for \$35.00 as a registration fee. (Please make payable to Off Broadway, Inc.) Upon performance of a standard credit check, the leasing manager will approve the application and officially register your subletter with the Leasing Office.
2. That you enter into a formal written agreement with you subletter. You can download a copy of a generic lease widely used in CT from our website.
3. That you provide in writing to the Leasing Office the address and telephone number(s) such that you may be reached if necessary.

It is also our strongest recommendations that in subletting your apartment you keep to the following:

1. Collect at least a month's security deposit against damages. **Remember, you are responsible for any damage caused by your subletter.**
2. Contract for a "term", and not by the month. Calculate a total rent for the summer.
3. Do your best to collect the full rental in advance, even if you negotiate a rent break for this surety. **Remember, you are responsible for rent as subletting is between you and your tenant, not Off Broadway.**
4. Have the tenant assume responsibility for the electric bill directly from the UI. It will not cost you anything to resume service in your name at the end of the subletting term. If you are leaving cable service on, collect and pay the bill in advance.
5. Think twice before leaving the telephone on and in your name. A final long distance bill will not come until long after your subletter has departed. Better to pay the \$45.00 connect fee and avoid any headaches. (Note: the telephone company will "mothball" your number if you ask them.) If you do leave the phone on in you name take a substantial extra deposit against charges. You might also consider a 900 block. Bad things can and do happen. Believe it or not people have been known to take advantage of another's generosity.
6. Leave the apartment clean for you subletter. Pack-up any personal items that you would not want a subletter to go through. Agree in advance upon a cleaning charge in the case that the apartment is not returned as clean as your subletter found it.
7. Be clear as to move-in and move-out dates. Make sure the subletter is clear as to when he or she is expected to depart.