

SUBLET APPROVAL INSTRUCTIONS

The Ontario Residential Tenancy Act (RTA) allows a tenant to sublet their leased space with the consent of the Landlord. A sublet of a leased space has taken place, if the tenant requests and the Landlord agrees, to allow the tenant to give permission to another person to occupy their lease space for a period of time within the lease term.

A tenant requesting permission to sublet their leased space is advised of the following:

- During the term of a sub-tenancy, the Landlord (myREZ on Lester) maintains all rights and responsibilities as they pertain to the original tenant and will hold the original tenant responsible for any breaches of the tenant's obligations (including those that result from the actions or non-actions of the subtenant).
- The original tenant in effect becomes the Landlord of the subtenant and has all the rights and responsibilities of a Landlord as they pertain to the subtenant (the right to apply to Landlord Tenant Board for alleged violations of the RTA by the subtenant).
- The original tenant may not charge the subtenant an amount for rent that is higher than the lawful rent (the amount the original tenant is required to pay the Landlord per the lease agreement).
- Only tenants who are occupying a space at myREZ on Lester under a current lease agreement will be granted permission to sublease. A tenant on month to month terms will not be granted permission.
- Only tenants who are current on payment of rent and other charges will be granted permission to sublease.

The following outlines the steps a tenant must take to obtain approval from myREZ on Lester to sublet the leased space:

1. Find a subtenant who is willing to occupy your leased space for a period of time within your lease term.
2. Inform suitemates of your intention to sublet. If the sublet is of a different gender than the assigned unit specifications, a Co-Ed Agreement must be signed by all suitemates before permission will be granted.
3. Provide the subtenant with a copy of management's Lease Agreement. The agreement contains the rules and regulations that they are required to adhere to.
4. Provide these completed forms to the Main Office:
 - a. Sublet Agreement
 - b. Photo Identification and Sublet Contact Information
 - c. Co-Ed Agreement (if applicable – see #2 above)
5. Provide post-dated cheques or full payment of rent for the duration of the sublease. Must be provided prior to approval of the sublet.
6. Surrender building access privileges for the duration of the sublease and arrange moving times, key exchange and room inspection with both the subtenant and myREZ on Lester management.

If you have any questions or concerns regarding sub-leasing, please let management know.

Thank you and regards,
MyREZ on Lester Management
myRezonLester@studenthousing.com
519-884-8819

Sublet Agreement

This Sublet agreement is made on _____ (dd/mm/yy) between

_____ (Tenant) and _____ (Sub-tenant)

based on the lease agreement signed between the _____ (Tenant) and

MYREZONLESTER MANAGEMENT (Landlord) on _____ (dd/mm/yy)

for Suite _____ Bedroom _____, 181 Lester Street, Waterloo, Ontario, N2L 0C2.

I am currently not living in a co-ed unit and wish to sublet to the opposite gender.

*Co-ed agreements needs to be signed by all tenants residing in the unit for this agreement to be accepted by management.

Details of this agreement:

1. The Sub-tenant's tenancy shall start on _____ (dd/mm/yy).
2. The Sub-tenant shall pay the Tenant the sum of \$_____ per month for the period of _____ (dd/mm/yy) to _____* (dd/mm/yy).
*If the tenant has terminated their lease, end date MUST be August 25th according to lease.
3. All rental payments are still the responsibility of the Tenant as the lease agreement is between the Tenant and the Landlord. Rent must be paid on time, before or on the first of every month.
4. The Sub-tenant shall abide by all terms and conditions in the lease agreement signed by the tenant.
5. Any special conditions that are to apply to this agreement shall be noted in Schedule "A" on the second page of this document.

Signature of Sub-tenant

Signature of Tenant

General Manager

Sub-tenant Contact Information

*Please also attached a photocopy of the sublet's ID

Full Name	
Email:	Cell Phone:

Schedule "A"

a)	
b)	
c)	
d)	
e)	