

PAIGEMAX DEVELOPMENT LLC

(dba Golden Zone Rentals)

RE: Re-Letting/Subleasing A Unit

Tenants with a current PaigeMaxDevelopment LLC lease have the option of subleasing their unit during a portion of their lease term. If a tenant decides to offer their unit for sublease, they need to have an understanding of how the process works and what is required of them.

It is important to understand, the primary tenant with a current signed lease is **FULLY RESPONSIBLE FOR ALL ASPECTS OF THE SIGNED LEASE**, including; monthly rent charges, utility charges and any additional houses charges, until the potential tenant re-letting/subleasing has completed the entire leasing process, including: account created by rental office, completed and signed lease(s) by tenant and co-signer, security deposit paid and first months rent paid.

The landlord (PaigeMaxDevelopment LLC) will **NOT** provide unit/room cleaning, carpet cleaning, painting to any unit turned over as a result of a sublease agreement. If the potential tenant requires any of these services, they must communicate with the current tenant, at which time the current tenant is responsible for any costs associated with these services.

Responsibility of Sub-Lessor:

- Communicate with the new potential tenant regarding; dates, rent amount, utilities, responsibilities, etc
- Informing potential tenant to communicate with rental office to provide contact information and setup an account
- Removing possessions from unit
- Cleaning of unit
- Settling of all outstanding balances associated with current lease.
- Communicating with the rental office and potential tenant on time line of transition, key exchange and other related issues.
- Provide rental office with updated forwarding address (to send security deposit) Refer to lease for security deposit details

** Security Deposits and transaction history will be mailed within 30 days of lease termination

Responsibility of Sub-Lessee:

- **Understanding that unit is being accepted AS IS CONDITION**
- Communicate with the rental office to setup an account (Rent Manager)
- Complete and sign a lease
- Confirm that a co-signer has completed and signed a lease
- Pay Security Deposit (or make arrangements with current tenant of transfer of security deposit)
- Pay first months rent charge
- Record (recommend video) condition of the room at time of possession (and provide to rental office for our records)
- Cannot take possession of unit until all these steps have been completed
- Possession of a unit prior to setting up an account and signing a lease will result in immediate removal.