

HORIZON PROPERTIES

PO Box 1831
Ames, IA 50010-1831

REQUEST TO SUBLEASE APARTMENT

Please fill out and sign this form and return to Horizon Properties, either in the Rent Box (if applicable) or mail to PO Box 1831, Ames, IA 50010-1831.

Today's Date _____ Address _____

Tenants _____

Reason for Leaving _____

Date Leaving _____

The above Tenants would like to assign their Lease for the remainder of the lease term. This Lease was executed by Horizon Properties as the landlord and signed by the above Tenants for the term of their Lease. Tenants would like to assign their interest in this Lease subject to all the terms and conditions of the Lease. Assignees will be required to pay the sum equal to one month's current rent to Horizon Properties as security deposit for this Lease. New tenants will be required to fill out an application and be approved by Horizon Properties. A new Lease will be executed with new tenants. When said Lease is signed by new tenants and Horizon Properties, outgoing tenants will be released of all obligations.

As stated in your Lease and Rules, there is a fee in subletting your apartment. Please check below which option you would like to pursue:

- Tenants will find residents to sublet their apartment, which must be approved by Horizon Properties. A subletting fee of \$100 will be charged. This fee will cover the preparing and changing of all records.
- Horizon Properties will attempt to find residents to sublet your apartment at a fee of \$150. This fee is due and payable at the time the apartment is re-rented. We at no time guarantee the re-rental.

You will be released of all obligations only when a new Lease has been signed and your apartment has been re-rented; however, expenses (advertising) directly related to the attempt of re-renting the unit may be assessed to the tenant. In either case, your apartment must be sublet by March 15. If it has not been leased by that time, Management will then attempt to lease your apartment for August 1.

Move-Out Inspections: Please refer to your Rules for Move Out Procedures.

Tenant

Date

Tenant

Date

Tenant

Date