



American Realty  
Property Management

105 N KENDALL AVE, KALAMAZOO MI

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## SUBLEASING INFORMATION & STEPS

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American Realty offers a “sublet or subleasing” option if you wish to end your lease early. If you choose to partake in subleasing your unit/room, please read the following instructions carefully.

- You will owe a \$250 subleasing fee
- You will a fee equal to 1-month's rent

The interested applicant who wishes to take over the remainder of your lease must apply ([www.american-realty.com](http://www.american-realty.com)) and be approved! \$30 application fee required. The applicant wishing to take over your lease will be agreeing to take the unit/room “as is” and will pay their own security deposit, leasing fees, and rent cost.

The applicant must meet the following criteria:

- **No prior evictions** (No Exceptions)
- **No prior felonies** (No Exceptions)
- Be subject to a full credit and background check

Once the interested applicant has met the above criteria and has been approved the next steps are as followed:

1. All current roommates (if applicable) must approve of the new roommate(s).
2. Current roommates must submit in writing (email is fine) their approval of the new roommate(s) to the office. [kzoo@american-realty.com](mailto:kzoo@american-realty.com)
3. New applicant must complete lease signing and payment.
4. You owe a fee equal to 1-month's rent.
5. You will pay the \$250 subleasing fee.
6. Sign lease termination documents.