

Subleasing Guidelines

Date: [Insert Date]

To: [Subtenant's Name]

From: [Your Name]

Subject: Guidelines for Subleasing Arrangements

Dear [Subtenant's Name],

We are pleased to welcome you as a subtenant at [Property Address]. To ensure a smooth and mutually beneficial subleasing arrangement, please adhere to the following guidelines:

1. Lease Agreement Compliance

All terms of the original lease agreement must be followed. Please review the lease carefully to ensure compliance.

2. Rent Payment

Rent is due on [insert due date]. Please make payments via [insert payment method] to avoid any late fees.

3. Property Maintenance

It is your responsibility to maintain the property in good condition. Report any repairs needed to us promptly.

4. Quiet Enjoyment

Respect the rights of other tenants and maintain a peaceful living environment. No excessive noise is permitted.

5. Length of Stay

Your sublease is valid from [start date] to [end date]. Any extension must be discussed and approved in writing.

6. Termination of Agreement

Either party may terminate this agreement with [insert notice period] notice, in writing.

7. Contact Information

Please feel free to reach out with any questions or concerns at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email]