

# Post-Sublease Checklist

Please review the information below to assist with the transfer of your apartment for a sublease.

## 1. PAYMENTS:

- Rent and Utility installments are always due the 1<sup>st</sup> of each month. Please remember to submit payments on time, and ensure any previously enabled automatic payments are adjusted correctly during your sublease.
- Summer Subleases require all remaining payments to be paid prior to sublease completion.

### ACH:

- Current Residents- If you have signed up for automatic withdrawal through your Resident Portal and you would like to cancel or alter the amount deducted, you must log in to your Resident Portal to make those adjustments.

### Resident Portal Payments:

- Current Residents- If you regularly pay online through your Resident Portal, log into your account to adjust or cancel any future payments scheduled. If you have not cancelled reoccurring payments, your account may continue to be charged the full amount each month during your sublease agreement.
- Sublessee- You can easily pay JSM online through your Resident Portal. Visit the JSM “Resident Portal Login” webpage to create or log into your Resident Portal account.

### Paying by Check:

Checks and Money Orders should be sent or dropped off at the JSM Residential Leasing office located at 616 E Green, Suite D in Champaign, IL 61820.

- \*In the memo line of your check, located in the lower left-hand corner, please write your apartment’s building and unit code. This is the abbreviated code for your building’s street address and apartment number. (example: **505 S Fifth St, Apartment #1** would use the code **505F-1**).

## 2. UTILITIES:

- Ensure that there is no gap in service for your utilities. If you are transferring utilities, have the turn off date for the vacating resident equal the turn on date for the incoming resident. 307 E. Armory, 401 E. Chalmers, 700 S. Gregory, and 701 S. Gregory, do not contact utility companies since these locations are not individually metered and pay JSM directly for their utility services.
- Contact information for utility companies:

Ameren IP (electric and gas)  
800-755-5000 phone  
217-424-6496 fax

Illinois-American Water  
(buildings with individually-metered water only)  
800-422-2782

\*\*If you are unsure if your building is individually metered, please contact the JSM office.

## 3. SUBLEASE SECURITY DEPOSIT/ CLEANING:

- If a sublease security deposit is paid by the sublessee to the sublessor, both parties should be present to complete, sign and date an “**Inventory and Condition Report**”. You may request a blank copy of this report at the JSM office or email [jsm@jsmliving.com](mailto:jsm@jsmliving.com) to have one emailed to you. Each party should keep a copy for their own records and use the form to determine which damages are to be deducted from the sublessee’s security deposit. Do not submit this form to JSM as we do not return personal sublease security deposits paid to sublessors.
- JSM does not clean nor inspect apartments prior to a sublease starting. The apartment is accepted by sublessee as-is, and any pre-sublease cleaning should be arranged/agreed upon by sublessor and sublessee.

## 4. KEYS:

- Make arrangements to transfer keys, garage remotes, and/or parking permit tags directly from sublessor to sublessee.
- If the current tenant is leaving keys at the JSM office for the sublessee to pick up, please indicate at the front desk that the keys are “for a Sublease” and fill out a **sublease key envelope**.
- Please note that keys may only be picked up at the JSM office during office hours. Regular office hours are 9:00am-5:00pm on weekdays and 10:00am-5:00pm on Saturdays.