

How to Complete a Sublease

A STEP-BY-STEP GUIDE

01

Fill Out the “Sublet Your Apartment” Form

Advertise your room or apartment’s availability for takeover on our website at www.jsmliving.com.



02

Fill Out the Sublease Information Form

Upon finding someone to take over your lease, discuss and fill out the info form with the agreed details.



03

An Agent Will Contact You Within 72 Hours

After submitting the Sublease Information form, a Resident Services agent will email you.



04

Invitation to Apply is Sent to the Sublessee

A Resident Services agent will email the sublessee and application link, which they should use to apply.



05

Screening/Authorization Process Begins

If the sublessee’s application is approved, a sublease authorization form will be sent to both the sublessor and their roommate(s), if applicable.



06

Subleasing Fee is Due

After the authorization form is signed, the sublessor must pay a \$100 sublease fee to proceed.



07

First Month’s Rent

The first month’s rental installment is due before the Sublease Agreement can be signed.*

**For summer subleases (May-August), the total rent for the duration of the sublease must be paid upfront at the time of signing.*



08

Sublease Agreement is Sent

Once all fees associated with the sublease are paid, we will send you the sublease agreement for signing.



ON AVERAGE, THIS PROCESS SHOULD TAKE ROUGHLY 5-7 BUSINESS DAYS TO COMPLETE, PROVIDED ALL PARTIES WORK DILIGENTLY.