

Sublease Completion Checklist

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

WEEKEND MOVE INS

- Please note that our office is not open on Sundays, and you will be responsible for obtaining keys from your Sublessor directly if you plan on arriving on a Sunday.

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 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****

RENTERS INSURANCE

- JSM requires all leaseholders to have an active Renters Insurance Policy.
- Minimum required insurance coverage must cover up to \$100,000.
- You may use any Insurance Provider you would like.
- The policy must be active by your Sublease Start Date.

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 to have one emailed to you. Each party should keep a copy of 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.

KEYS

- Plan 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.
- If your Sublessee plans on picking up keys a day or two before the agreed upon date on the Sublease Agreement – the Sublessor must email jsm@jsmliving.com with this request. This is approved by management on a case by case basis.

MAINTENANCE REQUESTS

- All maintenance requests must be submitted via the Homebody App upon move-in. As a reminder – we do not offer cleaning services, and any cleaning needs will need to be hired through a third-party cleaning agency.

AMENITY SPACES

- You now have access to our Fitness Center and Student Center! Details can be found here:
- [Fitness Center | JSM Living](#)
- [Student Center | JSM Living](#)

Welcome to JSM! We hope you enjoy your living experience with us!