



## **New England Sublease packet**

The current tenant is the “sublessor”, the incoming tenant is the “subtenant”.

**Step 1:** Have the prospective subtenant complete a rental application and pay the \$45 application fee. Applications are available on our website at [www.rpmnw.com](http://www.rpmnw.com).

**Step 2:** Once approved, complete the Agreement to Sublease form and have signed by both parties.

**Step 3:** Any/all other tenants in the unit must complete and sign the Change of Resident Status form.

**Step 4:** Turn in the completed Agreement to Sublease form along with the completed Change of Resident Status form to RPM and pay the \$200 administrative fee.

***Please note: The sublessor is not removed from the lease. They will remain responsible for any damages, unpaid rents, etc. through the term of the original lease. The sublessor’s security deposit will remain on file through the term of the original lease. (see attached page from lease).***



424 W. Bakerview Rd., Suite #109 Bellingham, WA 98226  
Phone (360) 778-3518 Fax (360) 778-3519  
[office@rpmnw.com](mailto:office@rpmnw.com) / [www.rpmnw.com](http://www.rpmnw.com)

## Agreement to Sublease/Sublet (Permanent)

This agreement is to sublet real property according to the terms specified below.

The Sublessor agrees to sublet, and the Subtenant agrees to take the premises described below. Both parties agree to keep, perform and fulfill the promises, conditions and agreements expressed below.

SUBLESSOR: The Sublessor (Outgoing) Tenant is; \_\_\_\_\_

SUBTENANT: The Subtenant (Incoming) is; \_\_\_\_\_

LESSOR: The Lessor (Landlord) is: Real Property Managers, LLC (RPM)

PREMISES: The location of the premises is: \_\_\_\_\_

ORIGINAL LEASE TERM: \_\_\_\_\_

SUBLEASE TERM: The term of this sublease is beginning \_\_\_\_\_, \_\_\_\_\_ and ending \_\_\_\_\_, \_\_\_\_\_.

RENT PAYMENTS: The rent is \$ \_\_\_\_\_ per month, payable in advance on or before the first (1<sup>st</sup>) day of each month commencing on the first month of the first term. Mailed rent must be received by the 1<sup>st</sup> of the month. Rent is payable to RPM at 424 W. Bakerview Rd., Suite 109, Bellingham, WA 98226 (located in the Bakerview Square Shopping Center.) *\*\*Any rents/fines not paid in full by Subtenant will be the full responsibility of the Sublessor through the term of the lease.\*\**

AGREEMENT TERMINATION: This Agreement to Sublease/Sublet will terminate on \_\_\_\_\_, \_\_\_\_\_. There shall be no holding over under this terms of this Agreement for any circumstances.

UTILITIES: All charges for utilities connected with the premises which are to be paid by the Sublessor under the original Lease shall be paid by the Subtenant for the term of this agreement. **RPM is not responsible for calculating any prorated utility amounts due between Sublessor and Subtenant.**

PROPERTY CONDITION: Subtenant agrees to surrender and deliver to the Lessor the premises in as good a condition as it was at the beginning of the original Lease term. The Sublessor will be liable to the Lessor for any damages occurring to the premises or the contents thereof, or to the building, which are done by the Subtenant or its guests.

DEPOSIT: It is understood and agreed between the parties that Sublessor paid a portion of the security deposit at the beginning of the original lease term, which will remain on file through the end of the lease term. At the end of the term, Sublessor will be responsible for any damages, cleaning fees, unpaid rent, unpaid utilities and administrative fees based upon their percentage of the security deposit paid. Subtenant is responsible for leaving premises in as good or better condition than they were at the beginning of this Sublease term.



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**ORIGINAL LEASE:** This Agreement incorporates and is subject to the original Lease Agreement between the Sublessor and the Lessor, a copy of which is attached hereto, and which is hereby referred to and incorporated as if set forth in full herein. The Subtenant agrees to assume all of the obligations and responsibilities of the Sublessor under the original Lease Agreement for the duration of this Agreement.

**SOLE AGREEMENT:** The parties hereby agree that this document contains the entire agreement between the parties and this Agreement shall not be modified, changed or altered in any way except through a written amendment signed by all of the parties hereto. (Any oral representations made at the time of executing this Agreement are not legally valid.)

**GOVERNING LAW:** This Agreement shall be governed, construed and interpreted by, through and under the Laws of the State of Washington.

**CONSTRUCTION:** The words “Sublessor” and “subtenant” as used herein include the plural as well as the singular. The pronouns used herein shall include, where appropriate, either gender or both, singular and plural.

**ACKNOWLEDGEMENT OF COPY RECEIVED:** Each party signing this Agreement acknowledges receipt of a copy thereof.

**LANDLORD APPROVAL:** This Agreement is not binding upon either party unless approved by the Landlord as provided below.

**SUBJECT TO BACKGROUND CHECK:** All prospective tenants are subject to a criminal background check and must be approved by the Landlord. If the Landlord does not approve a tenant based on their background check, this Agreement will become null and void. Landlord will notify all parties within 3 business days if tenant is not approved.

The parties hereby bind themselves to this agreement by their signatures affixed below on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

SUBLESSOR: \_\_\_\_\_ SUBTENANT: \_\_\_\_\_  
(print name) \_\_\_\_\_

I hereby give my consent as Landlord (or Agent) to subletting of the above described premises as set out in this Agreement to Sublease/Sublet.

LANDLORD OR AGENT: \_\_\_\_\_ (print name) \_\_\_\_\_

Original Lease Attached \_\_\_\_\_ YES \_\_\_\_\_ NO



**Change of Resident Status**

***Current Tenant(s) accepting new tenant:***

I/We \_\_\_\_\_  
(current tenants), the current resident(s) of \_\_\_\_\_  
(property address) do hereby agree to accept \_\_\_\_\_  
(new tenant/Subtenant) as an additional tenant to the lease with Real Property  
Managers, LLC effective as of \_\_\_\_\_ (effective date).

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_



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6. **KEYS.** Keys, once picked up by the Tenant, are Tenant's responsibility. Tenant may never change locks, attempt to copy keys, re-key, nor add locks. Lessor has the right to correct any unauthorized changes in keys and locks at Tenant's expense. Should a Tenant lose a unit key the door must be re-cored, and a fee of **\$100 (One Hundred Dollars)** charged to the Tenant, as well as **\$25 (Twenty Five Dollars)** per replacement key.

Upon move-out, all keys are to be returned to Lessor. There will be a fee of **\$200 (Two Hundred Dollars)** taken from the security deposit to cover the cost to re-core any unit that is missing a key.

There will be one mail key issued per unit. If lost, or not returned at time of move-out, the fee to replace the key is **\$100 (One Hundred Dollars)**. This fee will be charged to the Tenant or taken out of the security deposit.

(a) **LOCKOUT:** If Tenant becomes locked out of the Property during office hours, Tenant will be charged a minimum of **\$50 (Fifty Dollars)** for assistance.

(b) **AFTER HOURS/WEEKENDS:** Tenant must call Security Solutions at 360-734-4940 or the RPM emergency line at 360-319-0975 and will be responsible for their charges.

Tenant initials: \_\_\_\_\_

7. **UTILITIES.** Tenant shall pay all charges related to hookup, connection, disconnection and deposit for utility services, and be responsible for these monthly services **except water, sewer and garbage**. Tenant is responsible for contacting Puget Sound Energy and Cascade Natural Gas. Upon lease signing, Tenant shall contact utility companies and place accounts in Tenant's name effective **September 1, 2020**. An additional **\$50 (Fifty Dollars)** Administrative Handling fee will be charged to the unit each month RPM is billed for utilities belonging to the Tenant in addition to the amount of the utility bill.

**Puget Sound Energy: 1-888-225-5773 (All Units)**

**Cascade Natural Gas: 1-888-522-1130 (For Units w/ Fireplace, New England Bldgs 2516, 2520 & 2524)**

**GARBAGE:** Garbage service is limited to basic services only. Tenant agrees to dispose of their ordinary household trash by placing it in the trash receptacle (dumpster) provided by the Lessor. Any debris or discarded items on or about the premises will be removed at the Tenant's expense. Charges caused by noncompliance, including billing and administrative fees, may be withheld from the security deposit.

Tenant is responsible for moving their household garbage to the dumpster. Any excessive or oversized items and/or furniture must be hauled away by the Tenant at their expense; failure to comply will result in a **\$200 (Two Hundred Dollars)** per occurrence fine.

Tenant initials: \_\_\_\_\_

8. **OCCUPANCY/SUBLETTING.** The property is rented as a private residence. Tenant shall not assign the Agreement, sublet all or any portion of the Property, nor give accommodation to any roomers or lodgers, without prior consent of Lessor. If approval is given, there will be an administrative handling charge of **\$200 (Two Hundred Dollars)** to outgoing Tenant for services in subletting this lease to another Tenant. Any sublet Tenant shall be required to submit an application to the Lessor. Such application shall be processed in a similar manner as would a new Tenant's application and subject to applicable fees. In a Sublet agreement, the original Tenant remains liable for any rents or other charges unpaid under the original terms of the lease. Lessor shall at all times have knowledge of all Tenants who occupy the premises. A completed application must be submitted and approved **prior** to move-in. A penalty of **\$300 (Three Hundred Dollars)** will be charged for a violation, which is due and payable immediately and shall constitute a breach of lease. If penalty is not paid, Tenant hereby authorizes it to be deducted from any available deposit at the end of the lease term.

Initial: Tenant \_\_\_\_\_ Date \_\_\_\_\_ / Tenant \_\_\_\_\_ Date \_\_\_\_\_ / Tenant \_\_\_\_\_ Date \_\_\_\_\_ / Tenant \_\_\_\_\_ Date \_\_\_\_\_ Lessor \_\_\_\_\_ Date \_\_\_\_\_