

Petition for Sublet / Temporary Occupancy

Date: _____

North Berkeley Properties

Leasing Department
2115 Kala Bagai Way
Berkeley, CA 94704
leasing@northberkeleyproperties.com

Petition for Sublet / Temporary Occupancy

Dear North Berkeley Properties:

I/We the tenant(s):

*(List All Names of Tenants on the **LEASE** who are subletting and remaining responsible)*

Of your property located at:

(Street Address of Property & Unit Number, if applicable)

I/We are requesting to sublet our unit (or a portion of our unit) on a temporary basis while remaining on the lease agreement. I/We will have the following subletter(s) temporarily occupying the apartment:

*(List All Names of **SUBLETTER(S)** planning to move in.)*

Each subletter must also apply online by completing the Roommate / Substitute Application:

northberkeleyproperties.com/substitution-of-roommates

Requested Sublet Period

*Subletter Requested **Move-In** Date*

*Subletter Requested **Move-Out** Date*

I/We the tenant(s) of your property understand that I/we **remain fully responsible under the lease agreement** for the entire duration of the sublet, including all rent, the security deposit on file, and the condition of the unit. The full deposit will remain on file with North Berkeley Properties. Any compensation, rent, or deposit arrangement with the subletter is a private transaction between the tenant(s) and the subletter.

It will be my/our responsibility to arrange key exchange, access, and the return of the unit in good condition at the end of the sublet period. The subletter occupies the unit as my/our guest, and any belongings in the unit remain my/our responsibility.

I/We understand that the submittal of this petition form is for administrative purposes and that no sublet or occupancy change has been approved and/or finalized by North Berkeley Properties. A separate written approval/agreement will be sent out later.

Signature of Tenant (on lease)