

# Mint Properties LLC

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Instructions for Subletting an Apartment:

1) Original tenant

- Advertises, shows the apartment and finds a replacement tenant
- Provides the new prospect with a Tenant Check Application form (can get from Mint Properties or at [http://www.twincitytenantcheck.com/resources/rental\\_application.pdf](http://www.twincitytenantcheck.com/resources/rental_application.pdf))
- Makes sure all rent is paid in full prior to turning over control of the apartment

2) New tenant

- Completes application form
- Sends completed form + \$40.00 application fee to the address at the top of this page (payable to Mint Properties)
- Makes sure original tenant has paid all rent in full. If the new tenant moves into the apartment with a balance due, the new tenant is responsible for past due balances

3) Mint Properties

- Processes the application and notifies the original tenant if replacement passes

4) Original tenant and new tenant

- Determine the move-out and move-in dates amongst themselves
- Handle the transfer of the damage deposit amongst themselves
- Handle the transfer of keys amongst themselves
- Both original tenant and new tenant signs at the bottom of this document. Return the signed document to Mint Properties. **Important: We will not check in the new tenant unless this document has been submitted.**

5) New tenant

- Contact Mint Properties to set up a time to meet and sign papers
- New tenant signs new lease, lease addendum and lead paint addendum. The terms on the new lease will be identical to those signed by the original tenant (including rent amount, lease end date and parking obligations)
- New tenant signs *original* apartment condition checklist. This means the new tenant must return the apartment to the condition it was in when the original tenant moved in

Important Note: If all of these steps are not completely and properly followed, the original tenant may be liable for all rent and damages even after they move out. It is therefore important for the original tenant to ensure all steps are completed.

Original Tenant: \_\_\_\_\_ Date: \_\_\_\_\_

New Tenant: \_\_\_\_\_ Date: \_\_\_\_\_

Apartment Address: \_\_\_\_\_