

OMEGA PROPERTIES

115 E. 6TH ST. SUITE 1 – BLOOMINGTON, IN 47408

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Checklist for Subleasing

Omega Properties requires all of the following items, in whole, before or at the time of lease signing in order to continue the leasing process. Please complete, email or bring in all items listed. Failure to do so will result in the cancellation of your sublease signing appointment.

- **Application –**
 - Applications **MUST** be completed and turned in prior to signing a sublease agreement. Applications can be found on our website, www.omegabloomington.com or at our office.

- **Security Deposit –**
 - The security deposit is non-negotiable and is equivalent to the total amount of one months rent as agreed upon by you and the current tenant. Security deposits are not allowed to be applied towards any amount of the monthly rent amount during any given month. Security deposits are a down payment for charges that are incurred from the move-in date until the move-out date listed on the sublease agreement. Typical charges deducted from a security deposit are cleaning, carpet cleaning, and tenant damage to the property. A full list of charges, information about deposits, and a copy of a blank lease are available on our website.

- **\$200 Sublease Fee – NO CASH**

- **Sublease Form – NOT VALID UNLESS SIGNED BY MANAGEMENT**
 - This must be filled out by ALL current residents on the lease. The move in and move out date are required on this form.

- **Parental Guaranty –**
 - This must be emailed or faxed by a parent to our office. This form can be found on our website.

- **Government Issued Driver's License or Photo ID**