

Date: 06/28/2021

From: Jackson Buda, Property Manager / Agent for Owner

The Griff

1234 Steelwood Rd

Columbus, OH 43212-1386

(614) 826-7600

To: Justin Ward

1234 Steelwood Road #457

Colombus, OH 43212

Bldg: 1234

Apt: 457

Intent to Re-Let

The Griff will allow a resident to re-let their individual bed space on the lease agreement to another individual given the following conditions are met, in order:

1. You understand that you are fully and solely responsible for finding an individual to take over your bed space. The Landlord carries no responsibility regardless of your reason for wanting to get out of your future or current lease agreement.

2. Once you indicate that you are initiating the re-let process, the standard re-let fee will be added to your online portal. This fee must be paid in full prior to Landlord sending out any additional paperwork.
Standard Re-Let Fees

a. If RESIDENT finds someone to re-let their individual bed space: \$300.00

b. If LANDLORD finds someone to re-let their individual bed space: Equal to 1 Full Rental Installment

3. Once you find an individual who is willing to take over your lease, you must email Management their contact information (first name, last name, phone number, email address) so we can better identify them once their application is submitted.

4. The individual who will be taking over your lease must fill out an online application and pass our standard screening criteria.

5. Once the incoming resident's application is accepted, Landlord will send them a new lease agreement to be signed. In congruence with signing their lease agreement, the incoming resident needs to pre-qualify by meeting one of our three move-in standards: a. Provide an acceptable guarantor b. Pre-pay the final two month's rent c. Meet our income qualification standards

6. Once the incoming resident's lease agreement is signed and move-in standards are satisfied, the Landlord will countersign their agreement and send you a Re-Let Agreement. Once the Re-Let Agreement is signed by you and countersigned by the Landlord, it becomes effective.

Other Re-Let Notes: The above conditions must be completed in full by the 10th of the month PRIOR to the date you want the incoming resident to take over your lease. Do not allow anyone to move into your unit unless you have received a copy of the completed Re-Let Agreement with Landlord signature. To be eligible to re-let your individual bed space, your account must be in good standing (rent, utilities, and all other charges are paid in full). You remain liable to all the terms and conditions of the lease agreement until the requirements, including all paperwork listed above, is completed by Landlord. The effective date of the Re-Let Agreement is the date Landlord signs it, not necessarily the date you desire to be released from your lease agreement. It is your responsibility to contact Landlord to confirm all requirements and conditions have been successfully completed. Never assume your replacement resident has taken care of any lease changes for you.