

PMSI Subtenant Policy

1. **Subtenants**

- a. PMSI lessees **are permitted** to sublease their apartment, house or room.
- b. PMSI **will not** find subtenants or show a unit to prospective subtenants.
- c. PMSI **will give** your contact information to interested parties **if you, the lessee request us to do so. Please put your request in writing or email from your personal account.**

2. **Subleases** - It is recommended that each tenant have a written agreement with any person that will be living in the apartment/house. **PMSI will not sign any sublease agreement between our lessees and their subtenants.**

3. **PMSI Lessee Responsibility**

- a. PMSI lessee must provide the subtenant with any information regarding the unit, such as a copy of the sublease agreement, a copy of the PMSI lease agreement, a Tenants Rights and Duties booklet and/or any other information regarding PMSI policies.
- b. PMSI lessees that have a parking spot must pass on their parking pass if they are allowing the subtenant to use the parking area. **No parking passes will be issued to any subtenant by PMSI. NO EXCEPTIONS!!**
- c. PMSI lessees are expected to provide their subtenant with very thorough rental instructions. **PMSI will not discuss, change and/or honor any promises made to a subtenant, unless these provisions or promises are approved in writing by PMSI.**

4. **Parking, Mailbox, Laundry and Shared Space** - PMSI will not under any circumstance provide subtenants with new parking tags, laundry keys or mailbox keys. **Only the PMSI lessee may request and/or pick up any of these items from PMSI.**

5. **Furniture** - **PMSI will not provide any furniture to subtenants. If furniture was removed at your request at the beginning of the lease, it has been moved to another location and will not be returned for your subtenant.**

*PMSI lessees are required to inform the subtenant of any furnishings and/or amenities belonging to PMSI. A thorough inventory completed before you vacate will help ensure your subtenant is informed.

Subleasing Recommendations - Following are a few suggestions that may make your subleasing experience a little easier.

1. **Sublease Agreements**

- a. PMSI suggests that you complete some type of sublease agreement with your subtenant. The University of Michigan Housing Dept. has an easy to read 3 part form that we highly recommend. This form provides spaces for security deposit information, billing information and additional restrictions.
- b. PMSI suggests that you complete an inventory with the subtenant to assess any charges that may be deducted from your security deposit that you may feel were caused by your subtenant.
- c. PMSI will keep the pink copy (or a copy of any agreement you may have) of the sublease agreement on file here in our office. In the event that you the lessee should misplace your copy, also this will provide the name and information for the person occupying the unit in your absence.

***This does not in any way put responsibility for the subtenant or the sublease on PMSI.**

2. Security Deposit

- a. PMSI recommends that you collect a security deposit from your subtenant.
- b. It is your responsibility to collect this money before allowing the subtenant to move in to the house/apartment, and you must also return the security deposit to that person at the end of the lease upon receiving your information back from PMSI or the date that falls in accordance with the laws of the State of Michigan.

3. Rent Payments - PMSI prefers to receive all payments from the tenant on the original lease agreement with our office. A subtenant may pay on behalf of the actual lessee, but they must put your name and the unit address in the memo section of the check.

*** If your subtenant fails to pay, you will be responsible for all costs and any legal action required will be taken against you.**