



## SUBLEASE INFORMATION

The following information and suggestions will help you in subletting your apartment:

1. You must submit written notification your intention to sublease your apartment. You must include the exact date you will be moving-out of your apartment, your email address, a phone number and when your sublease shall begin (typically the first day of the month). ICM will not process any applications or sign any agreements until written notification has been received. Notices may be faxed to 773.549.7494 or emailed to [sublease@icmproperties.com](mailto:sublease@icmproperties.com)
2. In order to sublease your apartment, it is your responsibility to advertise and show your apartment to any interested party. No sublease will be approved if the intended party has not viewed the apartment; emailing pictures is not an acceptable form of showing the apartment. The following methods have been successful for other tenants. Please contact them directly for further information.
  - [www.craigslist.com](http://www.craigslist.com)
  - The Chicago Reader: Phone #312-828-0350  
[www.chireader.com](http://www.chireader.com)
  - Chicago Tribune: Phone #312-222-3232  
[www.chicatribune.com](http://www.chicatribune.com)
  - [www.apartments.com](http://www.apartments.com)
  - [www.apartmentzone.com](http://www.apartmentzone.com)
  - Hang fliers and notices in coffee shops and local stores
3. Give ICM applications to prospective sublessors who are interested in renting your apartment. Inform anyone interested in your apartment to bring the **completed** application and a \$50.00 application fee per application to our office to be processed. It will take approximately 2 business days for an applicant to be processed. **Please print several applications.** Application(s) and ID(s) may also be faxed to 773.549.7494; however the application fee(s) must be paid within 48 hours for the application to be fully accepted. You may only sublease to as many people as your lease states; if there is only one person on the lease then only one person may sublease the apartment. ICM has a no-dog policy; however, cats are accepted.
4. You can follow-up with ICM 48 hours after applications have been faxed or brought in. Do NOT assume that an application will result in a lease, even if it is complete and delivered to our office. Applicants frequently back out before leases are signed or are not approved for the apartment for various reasons such as (but not limited to) credit or criminal screening. You must call or email ICM to confirm and verify that you have successfully subleased your apartment.
5. If your sublease is approved, you will be contacted by ICM and a sublease agreement will be emailed to you and the intended sublessor. This sublease agreement must be returned to our office fully signed and with any additional monies owed by the deadline stated on the email. If the paperwork cannot be emailed, then you must set up an appointment to sign the paperwork.
6. Remember that a sublease does not terminate your legal or financial responsibility to the lease or the apartment. The intended sublease will become your subtenant; you are still liable for the apartment until the lease expires. The apartment is subleased "as-is," no major work will be done such as painting, floor vanishing, etc.
7. We understand that every situation is singular; if you have any concerns or questions about subleasing your apartment, do not hesitate to contact our office to receive additional information or assistance.



Address Applying For : _____ Unit: _____
Monthly Rent: \$ _____
Start Sublease: _____ End Sublease: _____

**PHOTO IDENTIFICATION REQUIRED**

**Personal Information**

Last Name		First Name		Social Security Number		Home Phone		
Work Phone		Cell Phone		Email address				
Current Address		Unit	City		State	Zip Code	From / To	
Driver's License Number		Date of Birth		Current Landlord		Landlord Phone		
Current Tenant's name, phone number and email address:								
Emergency Contact		Relation		Work Phone		Home Phone		Cell Phone
Reason For Subletting								

**Employment Information**

Current Employer		Address		City	State	Zip Code
Length of Employment		Position		Contact	Phone	Salary

**Other Income or Assets**

Bank or other Institution	Amount	Account #	Contact	Phone
---------------------------	--------	-----------	---------	-------

**Persons to Occupy Apartment**

# of Persons To Occupy Apartment (Including Self)	Children Ages (If Applicable)	Pets (Type & Breed If Applicable)
---	-------------------------------	-----------------------------------

Application Fee: \$50.00 Administrative Fee: \$ \_\_\_\_\_ Pet Fee: \$ \_\_\_\_\_ Total Amount: \$ \_\_\_\_\_

Applicant hereby agrees that the above statements are true and correct and do hereby authorize ICM Properties, Inc. to run a credit check, as well as verify any references given. Applicant understands that all monies tendered to ICM Properties, Inc. or Janssen Properties, Inc. will NOT be refunded and will be held as liquidated damages, should applicant cancel lease, provide false information, or fail to pay any outstanding balances on the date due. Applicant understands that the application fee and pet fee are non-refundable. By providing an email address applicant agrees that ICM Properties, Inc. may contact them via email. Applicant acknowledges receiving the Chicago Residential Landlord and Tenant Ordinance Summary. ICM Properties, Inc. does not discriminate based on race, color, religion, national origin, age, sex, familial status, handicap or sources of income.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_