



Sublet Agreement & Review Checklist 2026

Pre-Agreement Documentation Review

Verification of the primary lease terms, owner consent documentation, and identity verification for all parties involved.

Master Lease Expiration Date

Master Lease Agreement Copy

 Upload File

Landlord/Property Manager Consent Obtained?

- ☐ Yes
- ☐ No
- ☐ Pending

Required Identity Documents Verified

- ☐ Government Issued ID
- ☐ Proof of Income
- ☐ Previous Landlord Reference
- ☐ Proof of Renter's Insurance

Notes on Master Lease Restrictions

Write something...

Subtenant Screening & Vetting

Steps for conducting background checks, credit assessments, rental history verification, and references for the potential subtenant.

Subtenant Full Legal Name

Write something...

Monthly Income Verification (USD)

Enter a number...

Employment Status

- ☐ Full-Time
- ☐ Part-Time
- ☐ Self-Employed
- ☐ Unemployed/Student

Background Check Documents Verified

- ☐ Criminal Background Check
- ☐ Credit Report
- ☐ Previous Landlord Reference
- ☐ Proof of Income/Paystubs
- ☐ ID/Passport Verification

Upload Scanned ID/Identification

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Screening Notes & Discrepancy Observations

Write something...

Screening Completion Date

Enter date...

Lease Terms & Clause Alignment

Ensuring the sublease agreement strictly adheres to the master lease provisions, including duration, rent amount, and usage rules.

Sublease Start Date Alignment

- ☐ Matches Master Lease End Date
- ☐ Ends Before Master Lease End Date
- ☐ Conflict Detected

Master Lease Expiration Date

Enter date...

Monthly Sublease Rent Amount

Enter a number...

Mandatory Clause Verifications

- ☐ Permission to Sublet Clause Verified
- ☐ Security Deposit Return Terms Verified
- ☐ Maintenance Responsibility Defined
- ☐ Termination Notice Period Confirmed

Discrepancies or Required Amendments

Write something...

Master Lease Reference Document

 Upload File

Compliance Officer Verification

Financial & Security Deposit Setup

Verification of security deposit collection, first month's rent payment, and establishment of a payment schedule for the subtenant.

Security Deposit Amount Collected

Date of Deposit Receipt

Payment Method Used

- ☐ Bank Transfer
- ☐ Check
- ☐ Credit/Debit Card
- ☐ Cash
- ☐ Digital Wallet (Venmo/Zelle/PayPal)

Proof of Payment/Receipt Upload

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Included Initial Fees

- ☐ First Month's Rent
- ☐ Security Deposit
- ☐ Cleaning Fee
- ☐ Pet Deposit
- ☐ Key/Fob Deposit

Tenant Acknowledgment of Funds Received

Property Condition & Inventory Audit

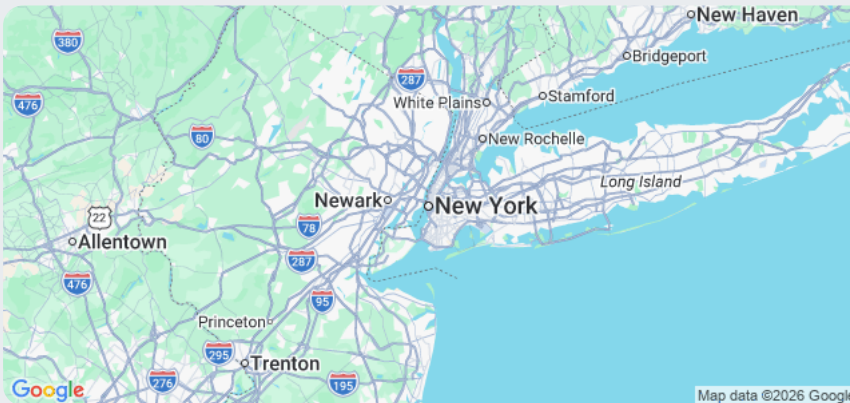
Detailed inspection of the premises, documenting existing damages, and finalizing the inventory of furniture or provided appliances.

Inspection Date

Enter date...

Room or Area Inspected

 [Set My Current Location](#)



Overall Room Condition

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Furniture/Appliance Inventory Check

- ☐ Refrigerator
- ☐ Stove/Oven
- ☐ Microwave
- ☐ Living Room Seating
- ☐ Dining Table
- ☐ Bedding/Mattress

Detailed Damage Notes

Write something...

Photo Evidence of Condition

 Upload File

Inspector Signature

Utility & Service Responsibility Mapping

Confirmation of which utilities (water, electricity, internet, etc.) remain in the master tenant's name and which are transferred to the subtenant.

Utilities Included in Monthly Rent

- ☐ Electricity
- ☐ Water/Sewer
- ☐ Gas
- ☐ Internet/Wi-Fi
- ☐ Trash Collection
- ☐ Heating/Cooling

Electricity Billing Method

- ☐ Paid by Primary Tenant
- ☐ Paid by Subtenant
- ☐ Split Proportionally

Water/Sewer Account Number

Write something...

Utility Transfer Effective Date

Enter date...

Proof of Utility Transfer/Activation

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Special Instructions for Service Access

Write something...

Rules, Regulations & Building Policy Review

Reviewing building-specific rules such as pet policies, smoking restrictions, noise ordinances, and trash disposal procedures.

Building Rules Acknowledged

- ☐ Pet Policy Compliance
- ☐ Noise & Quiet Hours Agreement
- ☐ Trash & Recycling Procedures
- ☐ Parking & Garage Regulations
- ☐ Common Area Usage Rules

Smoking Policy Status

- ☐ Strictly Prohibited
- ☐ Permitted in Designated Outdoor Areas Only
- ☐ Permitted

Specific Building Restrictions

Write something...

Subtenant Notes on House Rules

Write something...

Signed Building Rule Addendum

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Subtenant Policy Acknowledgement

Emergency Contact & Communication Protocol

Establishment of contact methods for maintenance requests, emergency procedures, and the hierarchy of communication between subtenant and primary tenant.

Primary Emergency Contact Name

Write something...

Primary Emergency Contact Phone Number

Write something...

Secondary Emergency Contact Name

Write something...

Secondary Emergency Contact Phone Number

Write something...

Preferred Communication Method

- ☐ Email
- ☐ Phone Call
- ☐ SMS/Text Message
- ☐ Building Management App

Emergency Scenarios Requiring Immediate Notification

- ☐ Flooding or Water Leak
- ☐ Fire or Smoke
- ☐ Lockout/Lost Keys
- ☐ Electrical Failure
- ☐ Security Breach

Emergency Contact ID Verification

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Acknowledgment of Communication Protocol

Final Agreement Execution & Filing

Final signature collection, distribution of digital copies to all parties, and secure storage of the executed contract for 2026 records.

Date of Execution

Enter date...

Distributed Parties

- ☐ Master Tenant
- ☐ Subtenant
- ☐ Property Owner/Landlord
- ☐ Property Manager

Executed Lease Document

 Upload File

Master Tenant Signature

Subtenant Signature

Digital Filing Reference Number

Write something...

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✓ Finish

🔗 Generate Sample Report