Sublet checklist

Subletting your room for the summer, or taking a sublet? The steps that protect both sides.

NAME _____ DATE _____

STEPS

- [ ] Check your lease and your province's rules about subletting
- [ ] Get the landlord's permission in writing if it's required
- [ ] Write a sublet agreement: dates, rent, deposit, house rules
- [ ] Take dated photos of the room before the subtenant moves in
- [ ] Agree how rent is paid and who pays utilities
- [ ] Record keys handed over
- [ ] Swap contact details and an emergency contact
- [ ] Do a move-out walk-through with photos at the end

SUBTENANT OR SUBLANDLORD _____ DATES _____

RENT _____ DEPOSIT _____

KEYS GIVEN _____ LANDLORD APPROVAL DATE _____