



# HOW TO SUBLET

## AN OXFORD PROPERTY

1

### LIST YOUR APARTMENT

We recommend Facebook marketplace, Craigslist, Zillow, and posting on the Oxford Residential Facebook page.

2

### FIND A TENANT

Discuss the rental rate, dates, ect. with the tenants who respond to your ad. Have them out a sublease application. [[Click here to download](#)]

3

### FILL OUT A SUBLEASE AGREEMENT

Download, fill out and sign a sublease agreement [[Click here to download](#)]

4

### SUBMIT YOUR PAPERWORK

Send your completed sublease agreement and tenant application to [leasing@oxfordcompanies.com](mailto:leasing@oxfordcompanies.com). \$150 from your subletter is due to our office for an application check.

5

### SUBLEASE!

Once your paperwork has been submitted, just follow the terms of the sublet agreement and you are all set!