

# HOW TO: SUBLET

## YOUR VEDA SUITE

### CONDITIONS:

- Your sublet must be a student & approved by VEDA management
- Your sublet arrangement must be for a minimum of 1 month
- If you are terminating your lease, your sublet must move out & return your keys on the last day of your lease (i.e. August 27th by 2:00PM – please make this clear, no late move-outs)

### HOW IT WORKS:

- You remain our tenant and you act as the landlord to your sublet (also known as a sub-tenant)
- You continue to pay rent & your sublet pays rent to you
- You can adjust the rent price (some tenants choose to lower the price, some tenants choose to include kitchen supplies, etc. & increase rent)
- We highly recommend you sign a Sublet Contract and take a deposit so that your agreement is in writing and you have a documented transaction



### THE PROCESS:

1. When you have a prospect lined up to be your sublet, confirm they are a student by receiving a copy of their Student ID.
  - If they are a student, they do **not** need to fill out the VEDA Rental App. Proceed to Step 2.
  - If you are unsure if they are a student, have the prospect submit a [Rental App](#). Ask them to select SUBLET for the Rental Details section & provide your name when prompted.
2. Once Veda Living Management has approved your sublet's application via email, we recommend you sign an agreement with them. You can use the **Sublet Lease Contract template** (provided below) that you can modify to fit your agreed upon terms.
3. We recommend you secure a deposit from your sublet (Deposit Receipt template provided below). In BC, this can not be more than half a month's rent. We also recommend that you arrange a monthly rent payment method.
4. When your agreement is signed & you have received a deposit, communicate your successful sublet arrangement to management by filling out this [Sublet Submission](#) form. Any tenant who sublets their suite **must** fill out the form so that Management is aware of all residents on the property. This also allows Management to communicate any tenant updates to your sublet via email. Failure to update management could result in a fine or eviction.
5. We encourage you to do a Condition Inspection Report (template provided below) with your sublet so that you inspect the suite together (keep the original, give a copy to your sublet). It is also a good idea to take pictures before handing over your suite to your sublet. **Keep in mind:** At the end of **your** tenancy, we do a move-out inspection and as our resident, you will be expected to leave behind a clean suite. You will be responsible for any repairs or extra cleaning required.

### SUBLET LEASE CONTRACT

This sublet agreement is entered into on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
(DAY) (MONTH) (YEAR)

**AGREEMENT BETWEEN:**

\_\_\_\_\_ (ORIGINAL TENANT)

\_\_\_\_\_ (PERM ADDRESS)

\_\_\_\_\_

\_\_\_\_\_ (EMAIL) \_\_\_\_\_ (PHONE)

**AND:**

\_\_\_\_\_ (SUB-TENANT)

\_\_\_\_\_ (PERM ADDRESS)

\_\_\_\_\_

\_\_\_\_\_ (EMAIL) \_\_\_\_\_ (PHONE)

**DESCRIPTION OF PREMISES, TERMS AND RENT:**

I, the TENANT, agree to provide for you, the SUB-TENANT a suite at VEDA - Exclusive Student Living at the following address:

842 Academy Way,  840 Academy Way,  802 Academy Way,  800 Academy Way (check one)

Suite \_\_\_\_\_,

Kelowna, BC \_\_\_\_\_ (postal code)

You, the SUB-TENANT, agree to rent and I, the TENANT, agree to provide for your residential use under the following conditions:

The SUB-TENANT will rent the Rented Premises beginning the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at 2:00 p.m. ("Beginning Date") and ending this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ at 2:00 p.m. ("Expiry Date").

The SUB-TENANT agrees to pay a total monthly rent of \$\_\_\_\_\_/month

This monthly rent includes: (write 'YES' if utility is included and 'NO' if SUB-TENANT is to pay additionally for utility)

\_\_YES\_\_: Hydro                      \_\_YES\_\_: Gas                      \_\_YES\_\_: Internet  
\_\_YES\_\_: Water/sewer              \_\_YES\_\_: Water heater rental      \_\_NO\_\_: Cable television service

The SUB-TENANT agrees to pay for any utilities NOT included above at their own expense and effort, including setting up any necessary accounts. **SUB-TENANT INITIAL:** \_\_\_\_\_

If parking is required, Sub-Tenant must fill out Parking Application through VEDA. Parking payments paid directly to VEDA. Sub-Tenant will be assigned a parking spot.

These sums are due in advance and the SUB-TENANT agrees to pay them as follows:

a) \$\_\_\_\_\_ as a **security deposit**, due at the signing of this Lease paid by \_\_\_\_\_ (payment method).

b) \$\_\_\_\_\_, due on the first day of each month starting the month after the "Beginning Date". Payments should be forwarded to the TENANT in the form of \_\_\_\_\_ (payment method, such as post-dated cheques, EMT, cash, etc.), no later than 1 week after signing this contract. Please make any post-dated cheques out to \_\_\_\_\_. There is an NSF charge of \$25.00 for any and all bounced rent payments.

The SUB-TENANT agrees to abide by all lease clauses previously agreed upon between the ORIGINAL TENANT (referred to as the LESSEE below) and the LANDLORD (referred to as the LESSOR below). These clauses include:

1. DELIVERY OF POSSESSION: If the Lessor is unable to provide possession of the Rented Premises on the Beginning Date because a previous residents refuses to leave, or for any other reason, the Lessor will not be responsible for failure to give you possession on that date. However, the rent payable under this lease will be adjusted so that you will only be responsible for rent from the date possession of the Rented Premises is delivered to you. The original Expiry Date of the term of the Lease will not be extended but if the Rented Premises is not delivered to you within 30 days from the Beginning Date, either you or we may terminate this Lease by giving the other notice in writing. If you occupy the Rented Premises it shall be conclusive evidence that you are satisfied with the physical condition of the Rented Premises. When you or we terminate this Lease or you vacate the Rented Premises an "Outgoing Inspection" will be conducted by the Lessor and/or his representatives. You will reimburse the Lessor immediately for any damage to the Rented Premises beyond reasonable wear and tear.

2. ENTRY: Lessee agrees that at all reasonable times during the term of this lease; Lessor or its agents may enter the premises for the purpose of inspection, cleaning, repairs or renovations as necessary provided at least 24 hours notice is given to the tenants. Monthly or bi-monthly inspections of all units will be completed at the Lessor's discretion with 24 hours notice. Furthermore the lessee agrees that the Lessor may enter the rented premise in the manner specified under provincial guidelines for the purpose of exercising its rights to show the premise to prospective new tenants.

3. ASSIGNMENT OR SUBLEASING: Lessee agrees not to lease, sublet or assign to another student any part of said premises without the advanced written consent of Lessor. The Lessor shall not unreasonably withhold consent to sublet and all sub-tenants must be students.

4. CARE OF PREMISES: Lessee shall keep the premises in clean conditions and is responsible for replacing all light bulbs, fuses, resetting breakers, and unclogging toilets. Should you need a plumber to unclog your toilet and it is found to be the Lessee's fault the toilet was clogged, the charge for the plumber will be the responsibility of the Lessee. Lessee shall not make any alterations including paint, wallpaper, nails or picture hangers in the premises without the written consent of the Lessor. Any additional repairs or cleaning required and the end of the lease term to be made by the Lessor, except normal wear and tear, or those noted in initial inspection report, shall be charged equally to all relevant Lessees.

5. JOINT AND SEVERAL RESPONSIBILITIES: In consideration of the Lessor renting the Rented Premises to the Lessees, and if more than one of them, jointly and severally, as does each Guarantor for their respective son/daughter's portions only, its successors and assigns, guarantees to the Lessor the payment by the Lessees of rent and all other sums of money in accordance with the provisions of this Lease and that the Lessees will perform and observe all their covenants, agreements and obligations under this Lease.

6. LOCKS AND KEYS: The lessee shall not alter or add to the locking system on any entry or bedroom door of the rented premise without the written permission of the Lessor. In the event the Lessee locks himself out of the rented premise, the Lessor shall not be obligated to unlock the rented premise under a certain time frame. The tenant shall be responsible for all costs of re-entry, including but not limited to locksmith charges, charges for damage howsoever caused, and any service charge payable to the Lessor if the Lessor agrees to unlock the Premises (\$35.00 per visit). Keys are provided gratuitously and must be returned upon termination of lease. A charge of \$100.00 will apply for each set of lost or unreturned key(s) if the rented premise is an apartment building with controlled entry and \$10.00 for all other rented premises.

7. RULES AND REGULATIONS: The Lessee agrees to occupy the Premises for no other purpose than that of a residential dwelling, to abide by the Rules and Regulations of this Agreement or Lease and to perform all covenants herein contained.

a) Repairs needed for appliances such as refrigerator, stove and washer /dryer shall be the responsibility of the Lessor unless they are needed as a result of use other than normal wear and tear. Lessor shall provide the following chattels:   1  fridge,  1  stove,  \_\_  dishwasher,  1  microwave, \_\_\_\_\_

b) Lessee shall not remove any appliances from unit, nor bring any major appliances into unit without prior written consent of lessor. Lessee shall not use portable electric heaters, or hot plates.

c) The following furniture will be provided with the rented premises and must be returned in original condition minus regular wear and tear. Failure to return the furniture in said condition will result in a minimum \$200 charge. Furniture included:

- |  |                                     |  |  |   |
|--|-------------------------------------|--|--|---|
| <input type="checkbox"/> Double Bedframe | <input type="checkbox"/> Headboard  | <input type="checkbox"/> Double Mattress | <input type="checkbox"/> Desk Chair              | <input type="checkbox"/> Curtains or Blinds |
| <input type="checkbox"/> TV              | <input type="checkbox"/> Nightstand | <input type="checkbox"/> Couch           | <input type="checkbox"/> Coffee Table or 2 Cubes |   |

d) Damage or tampering to appliances may lead to removal of equipment and its users shall share cost equally unless blame can be positively determined. Damage to interior common areas including kitchen and baths shall be shared equally by its users unless blame can be positively determined.

e) Any damage to common areas shall be charged to all occupants of said property unless blame can be positively determined.

f) No bicycles shall be kept inside individual units. Bicycles should be stored in the designated areas.

g) Occupant shall do cleaning of kitchen and bath routinely; this is to include weekly cleaning of floors toilets and bathtubs. Cooking to be limited to kitchen area only.

- h) Lessee is responsible for their own garbage. It is expressly agreed and understood that garbage shall not be stored for long periods of time inside the unit but shall be placed in the appropriate containers outside the rented premises as designated by the Lessor and if applicable, move these containers to the curb and back on garbage/recycling day. Should a pest control problem such as mice or any other vermin be caused by a result of continually leaving opened food and garbage around the property, the cost of pest removal will be at the cost of the Lessees.
- i) Lessee is responsible for any damage caused by visitors he or she allows on the premises.
- j) The Lessee shall not keep any pets on the property.
- k) Lessor accepts no responsibility of vehicle, parking fines, loss or damage, including contents parked at rental premise. No parking on grass.
- l) Private automobiles or other motorized vehicles will be parked only in spaces or area allotted to them by the Lessor and not in any other spaces. \*Inform landlord of vehicle plate numbers of cars to be parked at rented premises. If you permit any vehicle to be parked in a location other than the allocated parking space, or areas, or should any such automobile remain in the allotted parking space or area for such time that we believe the vehicle has been abandoned, the Owner shall be entitled to remove the vehicle from the Property at the vehicle owner's risk and expense.
- m) The LESSOR will maintain access to and from the Rented Premises including snow removal from the walkways and sidewalks.
- n) Smoking is prohibited inside the premises.
- o) Heat to be maintained at a temperature of not less than 15 degrees Celsius while tenants are on holidays so as not to freeze pipes.
- p) Lessee to notify in writing of any damage or structure defects, defective fire alarms, fire extinguishers and exit lights. The Lessees agree to not remove or tamper with any fire alarms or extinguishers.
- q) There are no barbeques permitted on balconies or inside the rented premises.
- r) The Lessees agree to not cause or permit any noise or interferences which are disturbing to the comfort or reasonable enjoyment of others at the Rented premises.
- s) Lessor is not required to provide tub or shower curtains.
- t) If fire occurs due to negligence of any tenant/subtenant/guests of tenants or subtenants which would render the unit uninhabitable the Lessor would NOT be required to provide alternate accommodation for Lessee and Lessee would be required to pay for damages and also continue fulfilling all terms of the lease.

8. **INSURANCE:** Lessee shall, during the entire period of the tenancy at his sole cost and expense, obtain and keep in full force and effect, content insurance in an amount equal to that which the Lessor, acting responsibly, considers adequate. The Lessee agrees to provide to Lessor, upon demand at any time, proof that all insurance is in full force and effect.

9. **INDEMNIFICATION:** Lessee will indemnify and save harmless the Lessor, the Lessor's agents, servants and workman from and against any and all claims, suits, actions, damages, and causes of action arising from injury, loss of life, or damage to property sustained in, or upon the rented premises.

10. **NOTICES:** The Lessee may give all maintenance/other notices to the Lessor by emailing VEDA LIVING at [service@vedaliving.ca](mailto:service@vedaliving.ca). Notices can also be mailed to 842 Academy Way, Front Desk, Kelowna BC, V1V 3A4. Service Team: 250-469-3063

11. **TERMS USED:** Throughout this Lease the singular shall include the plural, the plural shall include the singular and the masculine gender shall include the feminine, as the context shall indicate or require.

12. If any provisions in this contract are deemed not legal (Residential Tenancies Act is modified regularly), the remainder of the contract is still binding.

**The sub-tenant must read and abide by the Tenant Rules & Guidelines at VEDA found here:**

**<https://www.vedaliving.ca/tenant-rules/>**

SIGNED, SEALED and DELIVERED  
in the presence of:

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Original Tenant)

\_\_\_\_\_  
(Sub-tenant)

**REMINDER:** Original tenant must communicate this sublet arrangement to VEDA management by filling out all information on this Google Form: <https://goo.gl/forms/oxVCEu9xxbBha6TD3>

**DEPOSIT RECEIPT**

**\*ORIGINAL TENANT COPY\***  
**SECURITY DEPOSIT RECEIPT**

**DATE:** \_\_\_\_\_

This receipt acknowledges that \_\_\_\_\_ **(ORIGINAL TENANT)**

has received the amount of \$\_\_\_\_\_ **(AMOUNT)**

via \_\_\_\_\_ **(PAYMENT METHOD)**

as a deposit from \_\_\_\_\_ **(SUB-TENANT)**

for renting a VEDA suite at the following address:

\_\_\_\_\_ **ACADEMY WAY, SUITE \_\_\_\_\_, KELOWNA, BC \_\_\_\_\_ (POSTAL CODE)**

This immediate deposit will go towards the Security Deposit concerning the sublet lease beginning \_\_\_\_\_ **(START DATE OF LEASE)**. Security Deposits are non-refundable. When the sub-tenant moves into the unit, this deposit becomes the Damage Deposit, which is returned within 15 days of the end of the tenancy provided there are no damages or outstanding balances.

**\*SUB-TENANT COPY\***  
**SECURITY DEPOSIT RECEIPT**

**DATE:** \_\_\_\_\_

This receipt acknowledges that \_\_\_\_\_ **(ORIGINAL TENANT)**

has received the amount of \$\_\_\_\_\_ **(AMOUNT)**

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## CONDITION INSPECTION REPORT

LEGAL NAME OF ORIGINAL TENANT:

ORIGINAL TENANT'S ADDRESS FOR SERVICE:

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LEGAL NAME OF SUB-TENANT:

ADDRESS OF RENTAL SUITE:

	<input type="checkbox"/> <b>842 ACADEMY WAY</b> (LAKEVIEW) <input type="checkbox"/> <b>840 ACADEMY WAY</b> (THE PINES) <input type="checkbox"/> <b>802 ACADEMY WAY</b> (SUNSET RIDGE) <input type="checkbox"/> <b>800 ACADEMY WAY</b> (APEX)
NAME OF SUB-TENANT'S AGENT: _____ (if applicable)	SUITE: _____ <b>KELOWNA, BC</b> _____ (POSTAL CODE)

CODES: ✓ = Good      F = Fair M = Missing      D = Damaged S = Scratched      DT = Dirty ST = Stained	CONDITION AT <b>BEGINNING</b> OF TENANCY		CONDITION AT <b>END</b> OF TENANCY	
	DATE:	DATE:	DATE:	DATE:
	ISSUED AT START OF TENANCY: <input type="checkbox"/> SUITE CODE <input type="checkbox"/> ENTRANCE FOB <input type="checkbox"/> MAIL KEY <input type="checkbox"/> KEY TAG <input type="checkbox"/> LAUNDRY CARD <input type="checkbox"/> ACCESS CARD <input type="checkbox"/> PARKADE FOB <input type="checkbox"/> PERMIT		RETURNED AT END OF TENANCY: <input type="checkbox"/> ENTRANCE FOB <input type="checkbox"/> MAIL KEY <input type="checkbox"/> KEY TAG <input type="checkbox"/> LAUNDRY CARD <input type="checkbox"/> ACCESS CARD <input type="checkbox"/> PARKADE FOB <input type="checkbox"/> PERMIT	

AREA OF SUITE		CODE	NOTES	CODE	NOTES
ENTRY & OVERALL	Smoke detector				
	Code lock				
	Walls & trim				
	Ceilings				
	Floors				
	Lighting fixtures				
	Window, curtains, screen				
	Electrical outlets				
KITCHEN	Countertop				
	Cabinets & pantry				
	Stove				
	Fridge				
	Microwave & fan				
	Sink, tap & stopper				
LIVING ROOM & BEDROOM	A/C thermostat				
	Walls & trim				
	Couch				
	Coffee Table				
	Desk chair				
	Tackboard				
	TV				
	TV remote				
	Liveport Router				
	Night stand				
	Headboard				
	Double bed frame				
	Mattress				
Closet					
Curtains (closet + window)					
BATHROOM	Mirror				
	Vanity cabinet & counter				
	Sink, tap & stopper				
	Shower				
	Toilet				
	Sliding Door				
	Light				
	Ceiling fan				
	Electrical outlet				
	Walls & trim				
Floor					

<b>MOVE-IN</b>	REPAIRS to be completed at start of tenancy:	I, the above mentioned sub-tenant, <input type="checkbox"/> agree this report fairly represents the condition of the rental unit <input type="checkbox"/> do not agree this report fairly represents the condition of the rental unit for the following reasons written & dated on the back of this page.
	SIGNATURE OF ORIGINAL TENANT: _____	SIGNATURE OF SUB-TENANT: _____
<b>MOVE-OUT</b>	DAMAGE to rental unit for which SUB-TENANT is responsible:	I, the above mentioned sub-tenant, <input type="checkbox"/> agree this report fairly represents the condition of the rental unit <input type="checkbox"/> do not agree this report fairly represents the condition of the rental unit for the following reasons written & dated on the back of this page.
	SIGNATURE OF ORIGINAL TENANT: _____	SIGNATURE OF SUB-TENANT: _____
Sub-tenant's Forwarding Address for Deposit Refund: _____		