



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
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.
 - The Chicago Reader: Phone #312-828-0350
www.chireader.com
 - Chicago Tribune: Phone #312-222-3232
www.chicatoreader.com
 - www.craigslist.com
 - www.apartments.com
 - 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 \$40 application fee per application to our office to be processed. It will take approximately 2 business days for an applicant to be approved. **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 as to 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. Please feel free to follow-up with ICM after applications faxed or brought in. Do NOT assume that an application even if it is complete and delivered to our office by someone will result in a lease. Applicants frequently back out before leases are signed or are not approved for the apartment for various reasons. 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.



1438 W. Belmont Ave.
Chicago, Illinois 60657
Phone: 773-549-5443
Fax: 773-549-7494

Address Applying For: _____ Unit: _____

Monthly Rent: \$ _____

Start Sublease: _____ End Sublease: _____

COPY OF PHOTO IDENTIFICATION MUST BE ATTACHED

Personal Information

First Name	Last 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		

Employment Information

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

Other Income or Assets (must be filled out)

Bank or other Institution	Amount	Account #	Contact	Phone
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# of Persons To Occupy Apartment (Including Self)	Children Ages (If Applicable)	Pets (no dogs)
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Administrative Fee: \$ _____

Application Fee: \$ 40.00 _____

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. This process may be repeated at any time during the lease term. Applicant understands that any monies given to ICM Properties, Inc. will be 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 application fee and/or administrative fee are non-refundable.

ICM Properties, Inc. does not discriminate based on race, color, religion, national origin, age, sex, familial status, handicap or sources of income.

Signature: _____ Date: _____