



## REQUIREMENTS FOR SUBLEASE

- Complete Sublease Request form
- Credit Application for new Sub lessee
- Copy of the Rental Agreement must be provided to the Leasing Department
- Lease account and Water/Sewer accounts **MUST BE PAID** up to date prior to the transfer of this lease by assignment
- Provide proof that all taxes are paid up to date from the Snohomish County Assessors.
- Processing Fee of \$200 is paid in advance to Leasing Department
- Sublease Agreement completed and notarized.