

# Community Alternatives Co-operative

## Sublet Policy

### 1. Definition of Terms

Short term: up to 3 months

Long term: 3+ months\*

\*Long term sublet will be left loosely defined. The community will consider each sublet request over 3 months on a case-by-case basis.

### 2. Requirements

- Must be a full member to sublet
- All podmates must first agree with the sublet
- Next the community is notified at a community meeting
- If any member has an objection against the sublet, then it is brought to a vote
- All subletees are reference checked by the occupancy committee

### 3. Subsidies

Short Term: Subletee pays what the member pays and it is a straight transaction between the member and the subletee. Rent comes out of the member's bank account like usual.

Long Term: Subletees pay a flat rate at full market rent. Rent comes out of member's bank account like usual and the subletee pays the member the rent. If there is a difference between what the member is paying and full market rent, the difference goes to the co-op. In this case, it is the responsibility of the subletee to issue two checks – one to the member and one to the community.

\*The subletee is immune to rent changes during the duration of their stay

### 4. Damage Deposit

No deposit is paid for either short or long term sublets. However, the member is strongly encouraged to ask for a deposit from their subletee for insurance.

### 5. Subletee Responsibilities

Short and long term subletees take on the community chore of the member. They are also welcome to participate in co-op activities.

### 6. Contracts

A written contract between the member and the co-op, and the subletee and the member, outlining the sublet policy must be signed.

### 7. Eviction

Podmates have the right to evict a subletee at any time. Other community members can encourage podmates to evict a subletee, but no not have the right to evict a subletee themselves.

## **8. Exceptions**

This policy is meant to be open and flexible, and exceptions can be made, and voted on by the community, on a case-by-case basis.