



Early Lease Termination Form

Name: _____

Date: _____

Community: _____ Unit/Bed: _____

Telephone: _____

Date of desired move-out: _____

WCU ID: _____

Reason for Termination (please check):

<input type="checkbox"/> Switched to Traditional Housing	<input type="checkbox"/> Judicial Loss of Housing	<input type="checkbox"/> Not Attending WCU	<input type="checkbox"/> Moved Off-Campus/Commuting
<input type="checkbox"/> Medical	<input type="checkbox"/> Military	<input type="checkbox"/> Prefer Not to Disclose	<input type="checkbox"/> Transferred to Another College/Univ.
<input type="checkbox"/> Financial Hardship	<input type="checkbox"/> Other: _____		
If financial hardship, are you interested in learning more about potential financial aid opportunities that may be available to you?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

By signing this form, you have notified University Student Housing, LLC that you intend to vacate your unit and terminate your Lease Agreement early. You permit the landlord or designated agent to assist with re-leasing your bed space. However, this document does not exempt you from the obligations identified in your lease agreement. The reason for termination does not affect your place on the USH Early Lease Termination list or the early termination process. You are still responsible for rent payment until a replacement is identified, completed the necessary paperwork, and has taken occupancy of the unit.

Please carefully review the following information:

1. I understand that Section 4 ASSIGNMENT, of the Lease Agreement states, "Occupant shall not assign this Lease Agreement or assign the Premises, or any part thereof, without the Landlord's prior consent. Occupant shall pay Landlord a non-refundable processing fee of \$200.00 for each application to Landlord for Landlord's consent to an assignment."
2. I understand I must submit a one-time, non-refundable fee of \$200.00 to be charged to my account to release my unit. University Student Housing will place my name on the "USH Early Lease Termination," if such a list is being utilized at this time.
3. I understand it is my responsibility to find a new occupant to assume the remaining portion of my Lease Agreement. While University Student Housing, LLC attempts to aid me in this process, the landlord or designated agent assumes no responsibility in filling any vacancy resulting from the release process.
4. I understand I am responsible for all rental and appropriate fee payments until such time as a new Lease Agreement has been signed for my bed space. I understand that my account balance must also reflect no outstanding debt or payments in process.
5. I understand that I must remove all my belongings at least three (3) business days prior to the scheduled move-in date of the person re-leasing my unit.
6. I understand that none of the required procedures outlined in this document or my Lease Agreement may be waived as a result of any of the circumstances of my early termination. I understand University Student Housing, LLC, as landlord, reserves the right to review these procedures at any time and amend them as deemed appropriate.
7. I understand that no release is complete until the new resident has paid all fees, submitted all paperwork, and taken occupancy of the unit. If, at any time, the new resident fails to complete any portion of the release process, the release is considered void. I will remain responsible for the unit until such time as the release process is successfully completed and a new resident is living in the unit.

I have read and understand the guidelines above. I will adhere to these regulations and understand that failure to comply with these rules may jeopardize my ability to complete an early termination of my Lease Agreement in a timely manner, or at all, or may result in additional fees during the release process.

As an acknowledgement of my understanding, I have hereunto signed my name:

Signature

Date