



# Lease Transfer

Academic Year 2020 2021

*Graduating or going on rotations and need to break your current agreement?  
Save money and do a Lease Transfer!*

***\*\*Deadline to submit lease transfer for 2020-2021- May 15, 2020, at 5pm\*\****

**Step 1: Account Balance**

Current Resident Account must be at a \$0.00 before renewing. View account balance and make payments through Resident Portal.

**Step 2: Who can take over my lease?**

Any current WesternU student, faculty or staff. You may post your unit availability on WesternU band web. Prohibited words: Sub-let

**Step 3: Showing your Apartment**

You (current resident) are responsible for finding a WesternU Student to take over your agreement. It will be your responsibility to coordinate and show the unit.

**Step 4: Prospective Resident**

Must be a current WesternU student, staff or faculty. Must apply online at the Daumier.com and complete lease process. Application Fee: \$45 | Security Deposit: \$500

**Step 5: Lease Transfer Form and Fee**

You AND the new prospective resident must fill out the Lease Transfer Form Lease Transfer Fee: \$200 | Transfer Fee is paid by current resident.

**Step 6: Move Out**

A Daumier Staff Member will be in contact to schedule your move out. Lease transfer documentation and all outstanding balances must be paid by current resident.