



# Lease Transfer Steps

## Academic Year 2022-2023

*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 2022-2023: May 1st, 2023, at 5pm\*\***

- **Step 1: Account Balance**

The Account Balance of the current resident must be at a \$0.00. You may view your account balance and make payments through the 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 YOU Portal. Prohibited words: Sub-let, sub-lease (**sub-leasing is prohibited**)

- **Step 3: Showing your Apartment**

You (current resident) are responsible for finding a WesternU-affiliated person 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 [thedaumier.com](http://thedaumier.com) and complete lease process with Leasing Office.

Application Fee: \$45 | Security Deposit: \$500

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

Both the current resident AND the prospective resident must fill out the Lease Transfer Form and submit it to leasing office via email or in-person during business hours.

Lease Transfer Fee: \$200 | Transfer Fee is paid by current resident.

- **Step 6: Move Out Process**

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.