



## Lease Transfer Steps

### Step 1: Account Balance

The account balance of the current resident must be \$0.00 at the time of the transfer process. 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 our Daumier Lease Transfer Posting located on our website or the WesternU YOU portal.

**Prohibited words: sub-let and 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 the showing of your unit and make clear that the prospective resident will take your unit **as is**.

### Step 4: Lease Transfer Form

An informational meeting with the leasing staff must take place before submitting the form. Both the current resident AND the prospective resident must fill out the Lease Transfer Form and submit it to the leasing office via email or in-person during office hours.

**Form processing time: minimum 3 business days. Office will reach out with any questions or concerns.**

### Step 5: Prospective Resident

Must be a current WesternU student, staff, or faculty. You must apply online at [thedaumier.com](http://thedaumier.com), complete the lease transfer process with the leasing office, and sign the Occupancy Agreement.

Application Fee: \$50 | Security Deposit(s): \$500 | 1<sup>st</sup> Installment Payment

### 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 transfer fee must be paid by the current resident.

Lease Transfer Fee: \$200 | *\*Any damages found will be billed to and paid by the current resident.*

### Step 7: Confirmation

The lease transfer process is **NOT** complete until the prospective resident has checked in, completed all initial payments, and taken occupancy of the unit. The current resident remains liable for the contract until these steps are complete.

**Deadline: May 1<sup>st</sup>**

**\*\*The only consideration after May 1<sup>st</sup> would be if a Fall contract holder would like to move-in earlier and the contract unit type is the same. \*\***