



Occupancy Agreement Lease Transfer

A **\$300.00** transfer fee must be paid to The Daumier by you (*current resident*) on or before your move-out date. The new resident must have checked in, taken possession of your unit (and/or bedroom), and completed all initial payments before transfer will be considered as complete by the leasing office. If the new resident is planning on staying for the upcoming term, it must be the same unit type and location they transferred into.

Please allow a minimum of 3 business days between the current resident move-out and transferee move-in.

Any items left in the unit are the responsibility of the current and new resident. The Daumier is not responsible for any items left in the unit and will determine abandonment charges based on any items left. Damage billing will also be assessed by Daumier staff once the move-out is complete.

Current Resident:

I, _____, am relinquishing possession of unit # _____ on the day of _____ and forfeit my occupancy rights to the following incoming resident.

Current Resident Signature:

By: _____
(Print Name) (Current Resident Signature) (Date)

Transferee:

I, _____, hereby take full responsibility and possession of unit # _____ on the day of _____ for the remainder of the term of the Occupancy Agreement and agree to abide by all terms and conditions therein.

Transferee Signature:

By signing below, I understand all housing installment payments will begin on my move in day and I will be bound by the provisions of Occupancy Agreement, which is attached hereto, including the Addendum executed on this same date. I understand that if I want to terminate my rights under this Transfer or the Occupancy Agreement, I must follow the requirements of the applicable provisions in the Occupancy Agreement. I hereby acknowledge receipt of the transferred Occupancy Agreement.

By: _____
(Print Name) (Transferee Signature) (Date)

Management:

Capstone On-Campus Management, LLC
(Manager and agent for Provident Group – Pomona Properties LLC)

By: _____
(Print Name) (Manager Signature) (Date)



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**. No cleaning will be arranged prior to the prospective resident's move-in unless deemed necessary by office.

Step 4: Lease Transfer Form

An informational meeting with the leasing staff **must** take place prior to the submission of 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. Must apply online at thedaumier.com, complete the lease transfer process with the leasing office, and sign the Occupancy Agreement.

Application Fee: \$50 | Security Deposit: \$500 | Pet Deposit: \$250 | 1st 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: \$300 | **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 1st, 2025, at 5pm

****The only consideration after May 1st would be if a Fall 2025 contract holder would like to move-in earlier and the contract unit type is the same.**