

## RELET CHECKLIST

### CURRENT RESIDENT

- 1** Find relet and notify our office at [info@campuswestraleigh.com](mailto:info@campuswestraleigh.com).
- 2** Determine future resident move-in date according to chosen option available.
- 3** Pay the \$350 Re-assignment Fee and any balance remaining on account.
- 4** Sign Re-assignment Form in Resident Portal.
- 5** BOTH: Determine and notify our office if future resident is taking room As-Is or being professionally cleaned.
  - A. If taking as-is, future resident assumes financial responsibility for any existing damages and it will be up to current resident to determine cleaning responsibility. Future resident may move-in 24 hours after current resident has turned in keys to office.
  - B. If not taking as-is, current resident assumes financial responsibility for any existing damages and room will be professionally cleaned. Future resident may move-in 7 days after current resident turns in keys to office.*\*Move in time frame may differ from above due to COVID-19 Protocols*
- 6** Turn in ALL keys to leasing office including front door key fob, mailbox key, parking pass, and amenity wristbands (if any items missing, charges may apply) and provide forwarding address.

### FUTURE RESIDENT

- 1** Apply online for the appropriate housing contract term
- 2** Pay application and administrative fees
- 3** Sign housing contract
- 4** Pay required deposit
- 5** Await confirmation of lease approval from leasing office
- 6** Sign Re-assignment Form in Resident Portal
- 7** Complete Move-in CheckList
- 8** Register vehicle in Resident Portal
- 9** Pick up keys and provide any required payment
- 10** Complete Move-In Condition Form in Resident Portal