

RELET CHECKLIST

CURRENT RESIDENT

- 1** Find relet and notify our office at info@campuswestraleigh.com.
- 2** Determine future resident move-in date according to chosen option available.
- 3** Pay the \$500 Re-assignment Fee and any balance remaining on account.
- 4** Sign Re-assignment Form in Resident Portal.
- 5** A minimum of five business days is required from your move-out and the incoming residents move-in to prepare your room.
- 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