



## Intent to Relet Process – What happens next?

After the \$250 relet fee and form have been received, the Leasing Center will advertise your space, along with all other available relets, to prospects that reach out to our office directly inquiring about housing for that specific semester or term. It is however the ultimate responsibility of the current resident to find a resident replacement to take over their lease. This can be done by advertising via social media, craigslist, apartment finding websites, etc.

If a resident relets their lease, it is required to give Management a minimum of 5 business days prior to the incoming tenant's lease start date to make the premises available. The current lease holder is responsible for rent and utilities until the new Resident has been approved, moved in, and paid the first month's rent.

If you intend to leave any personal belongings behind for your resident replacement (i.e. furniture, etc.), they will be required to sign an "As-Is" Agreement where they accept the terms of moving into your unit in the condition in which you leave it. Management will not be performing any make ready services for an "as-is" move in. It's your responsibility to notify management if you and your resident replacement would like to exercise this option.

Once a resident replacement has been determined, they must submit an online application for the correct semester and submit the required application fees. While completing the application, under "Roommate Requests" they must indicate "Relet for \_\_\_\_\_ (your name)" as well as your building and room number. Providing these details at the time of application can drastically speed up the lease drafting process. Once their application has been received, we will draft their lease documents for them to sign.

When the resident replacement's lease contract has been signed, returned to our office for review and executed, we will begin to prepare for a new resident move in. Your obligations will be terminated under the lease contract once the new applicant has been approved, moved in and paid the first month's rent. Once your account is closed, a Statement of Deposit, or Final Account Statement, and all applicable refunds will be mailed to the permanent address provided on your move out statement when turning in keys.

At any point in time should you make or offer any concessions to your resident replacement, whether in relation to rent or fees, you will be required to handle those arrangements outside of the lease contract. The new residents' full financial responsibility will be indicated on their lease agreement. We are unable to authorize payment transfers between resident accounts, therefore if you offer to pay for a full month of rent during the month your resident replacement is moving in, you will need to make payment directly to that person, or to our office on behalf of that person. Any pre-paid rent left on your account after the resident replacement has been charged will be returned with the Statement of Deposit or Final Account Statement.

Please direct all questions concerning the releasing process to [austinleasing@americancampus.com](mailto:austinleasing@americancampus.com) or call 512-478-9811.

*-American Campus Leasing Center*



### Intent to Release Form

**Personal Information:**

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Community:**

- 26 West
- The Block
  - 23<sup>rd</sup>
  - Pearl North
  - Pearl South
  - 25<sup>th</sup> East
- 25<sup>th</sup> West
- 28<sup>th</sup>
- Leon
- Rio Grande
- Crest at Pearl
- Texan West Campus
- Vintage West Campus
- The Castilian
- The Callaway House

**Apartment Information:**

Apartment Number: \_\_\_\_\_

Bedroom Number: \_\_\_\_\_

Monthly Installment Amount: \_\_\_\_\_

Release Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Gender of occupant(s) who will remain in the apt:  Male  Female  Both

Please list the name(s) of your roommate(s):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

This form represents my intent to Release my bedspace at the above selected American Campus Community. I understand that this form does NOT guarantee that American Campus Communities will find someone to Release my bedspace and that it is my responsibility to find someone. I understand that per Section 2 of the Lease Contract there is a \$ 250.00 Release fee due and payable when a new Resident is found. I understand that as the current lease holder I am responsible for all Rent, fees, and other charges outlined in the Lease Contract until a new Resident has been approved, completed all necessary paperwork, moved in and paid the first month's rent.

THIS FORM DOES NOT RELEASE YOU FROM YOUR LEASE CONTRACT. YOU WILL ONLY BE RELEASED FROM YOUR LEASE OBLIGATIONS WHEN THE NEW RESIDENT'S LEASE AND ALL NECESSARY PAPERWORK AND FEES ARE SUBMITTED TO MANAGEMENT AND MANAGEMENT APPROVES THE RELEASE AFTER THE NEW RESIDENT HAS MOVED IN.

\_\_\_\_\_  
Resident Signature:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Resident Printed Name: