

RELET CHECKLIST

CURRENT RESIDENT

- 1** Find relet and notify our office at info@uv2505.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