

Singles Contract Selling Process

Selling Notification:

1. Submit the Selling Contract Letter: <https://aptsbyusu.com/singles-selling-contract>

Your Responsibility:

1. You are legally obligated to fulfill all terms and payments on the contract until a new contract is in place.
2. Payment of Contract Transfer Processing Fee: Contract calls for a minimum \$100 processing fee.
3. You are responsible for finding someone to take over your contract.
 - a. Prospective tenants will need to be approved by management.
 - b. Prospective tenants must submit the google form application. <https://aptsbyusu.com/Singles-Application>
 - c. You can advertise your room using social media sites, or student boards.
 - d. We will tell others about your room as we receive inquiries.
 - e. If you would like us to advertise your room on our website, we will need permission from you, as well as the contact information, price, and move out date, etc.
4. Parking Permits are non-refundable and non-transferable.

Prospective tenant's application is approved:

1. A contract link will be emailed to them.
2. The new tenant will need to:
 - a. Complete and sign the contract.
 - b. Pay the deposit.
 - c. Pay rent.
 - d. Pay for a parking permit, if needed.

Vacating the Apartment:

1. Follow the Checkout Packet. <https://aptsbyusu.com/checkoutpacket-singles>
2. Situational Vacating Process:
 - a. Situation 1: Selling in the middle of your contract:
 - A move out date will need to be determined and agreed upon with management.
 - Cleaning: Clean all areas according to the cleaning checkout packet. All common areas will need to be cleaned and space available for the new tenant. Even if other tenants are staying, the apartment still needs to be clean and presentable.
 - b. Situation 2: Selling a renewed contract at the end of a school year or summer contract:
 - Currently living in the apartment, you need to vacate on or before the end of the current contract end date.
 - Cleaning: Clean all areas according to the cleaning checkout packet. All roommates are responsible for cleaning.
3. Return Keys, Parking Permits, Envelope:
 - a. Once you are completely vacated and finished cleaning,
 - Label a Ziploc baggie with your name & apartment.
 - Place inside the baggie; all keys, parking permit, and a self-addressed stamped envelope
 - Return to the office. You may place them inside the rent drop off located in the door
 - Fill out the vacated google form: <https://aptsbyusu.com/singles-vacated>

Security Deposit Refund:

1. Provide us with a self-addressed stamped envelope with your forwarding address on it.
 - a. Section 3 of your rental agreement states: *Tenant agrees that if such address is not provided within 30 days from the date of termination of the Rental Agreement, Tenant forfeits the entire security deposit.*
2. Refundable deposit and any overpaid rent collected will be refunded to you.
3. Security deposit will be mailed 30 days from the start date of the new contract or 15 days after receiving your forwarding address, whichever is the later.

◆ Please keep in contact with management through email as to the status of your contract, and if there are any questions or concerns.