

# We understand your circumstances may have changed.

Below are guidelines and procedures for understanding the Release policy. Please contact your local Walk2Campus office with any additional questions.

Residents that have signed a contractual lease are responsible for the full rent and security deposit of the lease. In the event your circumstances have changed, you may request to be released by finding a resident to replace you on the lease, either on your own or with the help of Walk2Campus.

## **RELEASE On Your Own**

You have found a university student (same gender) that wants to lease your bedroom and you want to be released from ALL lease responsibility. That individual needs to complete the online application and be approved. Once approved, we will send a lease to them and the guarantor. Once all lease documents are signed by the new resident you will receive a Release Addendum. You will need to sign the addendum and pay a \$250 release fee. Once that is complete, you will be released from the contract and you will receive a confirmation in writing of this release.

## **RELEASE With Help From Walk2Campus**

The Walk2Campus staff will assist you in looking for a replacement, but cannot guarantee we will find one. We will add your apartment or bedroom to the list of available inventory that prospective residents see and show the apartment as requested. If a replacement is found and approved, you will receive a Release Addendum from Walk2Campus. You will need to sign the addendum and pay a \$500 release fee. Once that is complete, you will be released from the contract and you will receive a confirmation in writing of this release.

If a replacement resident is not found, the resident on the lease remains obligated to pay all rents and security deposits owed.

walk2campus  
campuswalk



## **HELPFUL TIPS:**

- Start today. In the past, individuals beginning the process early have achieved higher success rates.
- Keep in contact with your local Walk2Campus office so that we may list your availability and help you find a replacement.
- Post your available apartment or bedroom around campus. Feel free to list our number to assist with showing your apartment.
- Use social media to let your friends and peers know you are looking for a replacement.
- Communicate with roommates and friends to see if they know someone transferring in or looking for available housing.



Keeping you close