



HOUSING CONTRACT TRANSFER FORM

Contract Transfer must take place before contract is terminated and student has moved out of the Residence Halls.

Contracts can be transferred only to individuals who have NOT already applied for Housing with HRE.

Name of Resident Transferring Contract: _____ **ID:** _____

I am transferring any interest in my housing contract to _____. I understand that my account needs to be current before I leave. There will not be a cancellation fee and the deposit will be refunded if there are no damage fees.

_____ Date: _____
Signature of Resident Transferring Contract

Move-out date: _____

Name of Student Accepting Contract: _____ **ID:** _____

I understand that if the residence halls are **not full**, then this transfer is for a place in the residence hall and is not for an exact room or room type. If this is the case, I may choose my room type from those that are available. I understand that if the residence halls are **full** then this transfer is for the exact room of the resident transferring their contract.

I understand that I will be able to choose any meal plan as part of this agreement. I understand that I am responsible for payment in full upon the transfer of this contract. Payment includes a \$25 non-refundable application fee and a \$75 refundable security deposit.

_____ Date: _____
Signature of Student Accepting Contract

Move-in date: _____

Office Use Only:	___Application Complete for Student Accepting Contract
___Account Current for Resident Transferring Contract	___Room Reserved for Student Accepting Contract
___Room Cancelled for Resident Transferring Contract	___Billing Complete for Student Accepting Contract
* See Contract Termination Request	___Transmittal Sent