



The Flats at UNF Contract Transfer Information

CONTRACT TRANSFER INFORMATION & GUIDELINES

The Flats at UNF is an exclusive UNF student housing option at the University of North Florida, and all contract transfers must be conducted with UNF students only. You should notify UNF Housing and Residence Life that you are seeking a Contract Transfer to ensure proper processing. While we will not assume the responsibility of locating a UNF Student for you, we will assist you throughout the process.

To avoid the negative impact of cancelling a contract, you have the option of locating a UNF student to take over the legal obligation for the remainder of your contract term. It is **your** responsibility to identify a UNF student to take over the contract and satisfactorily fulfill all requirements prior to moving out. As the new incoming UNF student will be moving into your room, we encourage you to include your roommate(s) in the process and discuss typical roommate matching criteria (sleeping habits, cleanliness, guests, pets, etc.) as they will be living with the person taking over your contract.

You should use any means at your disposal to advertise your room. You should begin the search for a UNF student to take over the contract as soon as you know that you will need to vacate prior to the end of the contract term. Your chances of success diminish the longer you wait to begin the search.

GUIDELINES:

The current resident will turn in all keys and sign a check-out envelope at The Flats at UNF main office. UNF Housing and Residence Life will inspect the space for damages prior to the incoming resident's move in and assess the vacating resident's account within 2 weeks of move out.

STEPS REQUIRED:

1. Current resident identifies a UNF student ("incoming resident") to take over the contract.
2. Current resident and incoming resident will complete the Contract Transfer Agreement and submit to UNF Housing and Residence Life.
3. Incoming Resident submits the UNF Housing Contract. If it is the incoming resident's first time residing in UNF Housing, the incoming resident will pay a one-time \$100.00 processing fee when submitting the UNF Housing Contract.
4. Current resident will return keys to The Flats at UNF office and sign a checkout envelope. Staff will check the space for damages prior to the incoming resident moving in and will bill the current resident accordingly.
5. Incoming resident will be assigned to the space and rent assessed to their myWings account.
Rent must be paid in full PRIOR to picking up the keys.
6. The current resident is released from the contract, with the exception of damage charges, on the date the incoming resident moves-in to the space.