

## **Cancellation Process**

**(Please Note: The Cancellation Form must be obtained from Management.)**

### **If you are cancelling BEFORE the cancellation deadline**

**(up to 61 days prior to the occupancy start date of the semester you want to cancel)**

- Fill out the cancellation form and send it back to Management.
  - You do not need to worry about finding a buyer.
  - A \$50 cancellation fee will be kept out of your security deposit before it is refunded to you. (If you are a current tenant then the security deposit will be refunded after the current semester.)
  - The cancellation fee will be waived only if you have a future contract with us after the semester which you are cancelling, or if you cancel within 24 hours of signing.
  - A confirmation email will be sent to you once your cancellation is processed. Your contract is still valid until you receive that confirmation.
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### **If you are cancelling AFTER the cancellation deadline**

**(within 60 days of the occupancy start date of the semester you want to cancel)**

- Fill out the cancellation form and send it back to Management as soon as possible.
- You will need to find a buyer for your contract before it is cancelled.
- You can get a waitlist from Management, advertise on Facebook, post on the university online bulletin board, use craigslist, put out flyers, etc.
- You may advertise your contract for the price you would be paying for it, or less. If you choose less, then you will need to make up the difference (i.e. your contract is worth \$881, you sell it for \$800, you still pay \$81).
- Once you find a buyer, have them be in touch with Management.
- They will sign the contract with Management and then your contract will be cancelled.
- A confirmation email will be sent to you once your cancellation is processed. Your contract is still valid until you receive that confirmation.
- There will NEVER be monies exchanged between you and the buyer. Management takes care of everything. Once they sign your contract, then no further communication needs to happen between you and the buyer.
- A \$50 cancellation fee will be kept out of your security deposit before it is refunded to you. (If you are a current tenant then the security deposit will not be refunded until after the current semester.)
- The cancellation fee will be waived only if you have a future contract with us after the semester which you are cancelling, or if you cancel within 24 hours of signing.