

Permission To Sell Contract

I am hereby informing the management of Belmont Apartments that I intend to move out before my F W Sp Su (please circle) contract termination date, and thus I would like to give them permission to sell the remainder of my contract beginning _____, ___, 201___. I understand that I must find a suitable substitute to take over my contract or I will be responsible to pay all rent that is due according to the terms of my contract. I further acknowledge that a \$25.00 administrative fee will be taken out of my deposit for the early termination of my contract. I understand that I will not receive my deposit back until 30 days after I have moved out and my contract is sold.

DATED this _____ day of _____, 201___. ONLY _____ Semester

X _____

Signature

Apt #

Print Name

Note: F (Fall), W (Winter), Sp (Spring), Su (Summer)

Steps to Selling a Contract

1. Return top portion (signed) to manager in apartment #22.
2. Advertise your contract to friends, ward members, on campus bulletin boards and list the opening with the BYU Off-Campus Housing Office at 378-5066 (free service).
3. After finding suitable replacement, inform manager.
4. Once your contract is sold, the manager will inform you in writing.
5. Pick up a check-out sheet from manager and schedule a time to check-out with the manager.
6. Upon check-out please turn in the following:
*Apartment Key *Mail Box Key
7. Give manager your self-addressed stamped envelope to be used for your refund, if any.