

# Lease Turnover Form

If you are assigned to an Elon University apartment space in Danieley Center, Station at Mill Point, Oaks, Park Place or Crest and are turning over your lease to another student, please complete this form and return to Residence Life in Janice Ratliff Building 101 or email to [residencelife@elon.edu](mailto:residencelife@elon.edu). Upon submission of this form the listed current resident is relinquishing full control and any rights related to being a resident of this space as well as the ability to re-sign the lease for that space in future semesters.

**Today's Date** \_\_\_\_\_

**Room Assignment** (Ex: OaksA 101A) \_\_\_\_\_

**Room Type** (Ex: Oaks 2person) \_\_\_\_\_

**Current Resident Name** (Please Print) \_\_\_\_\_ **ID#** \_\_\_\_\_

**Elon Email Address** \_\_\_\_\_

**Semester Leaving** (Circle One) End of Spring Term    End of Fall Term    End of Winter Term

**Reason for Leaving** \_\_\_\_\_

**Signature of Current Resident** \_\_\_\_\_

**New Resident** (Please Print) \_\_\_\_\_ **ID#** \_\_\_\_\_

**Elon Email Address** \_\_\_\_\_

**Semester Moving In** ( Circle One)    Fall Term    Winter Term    Spring Term

*Please note that there are specific move-in days for each term and the new resident must move in on or after that date. New residents will be notified with specific dates.*

**Signature of New Resident** \_\_\_\_\_

- Please check here if the new student is unable to sign the form (Ex: student is currently studying abroad). Please note: the new resident must e-mail Residence Life at [residencelife@elon.edu](mailto:residencelife@elon.edu) to confirm if they are unable to sign the form.

## Acknowledgement from the remaining roommates:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

## \*Station at Mill Point/Park Place Residents Only\*

I acknowledge that only Juniors and Seniors can live in Station at Mill Point and Park Place. Students must have lived on campus for at least 5 semesters at start of lease turnover.

(\_\_\_\_) (\_\_\_\_) **Current and New Resident Must Initial Here**

I have also verified that all residents in this lease turnover are Juniors and Seniors

(\_\_\_\_) (\_\_\_\_) **Current and New Resident Must Initial Here**

## Office Use Only

- E-mail received from new resident (if applicable)  
 Date Received \_\_\_\_\_  
 Received via \_\_\_\_\_