

Today's Date:	Desired Move-out Date:
Resident Name:	Unit/Room #
Guarantor Name:	

Please read carefully before completing entire form and print legibly.

- **This application implies no guarantee of release from your lease contract.**
- **No application will be processed or reviewed if incomplete, and without all the proper documentation attached.**
- **You remain obligated to all the terms of your lease contract until otherwise notified in writing by management.**
- **If you vacate your unit before any decision can be determined, you can be held responsible for all financial terms of your lease contract.**
- **All cancellation fees must be paid in full before the lease will be cancelled. If cancellation fees are not paid, you will be held responsible for all the financial terms of your lease.**
- **It is advised that you review the termination clause of your lease contract before completing this form.**

Resident Information	Guarantor Information
Email:	Email:
Phone # ()	Phone # ()
Permanent Address:	Permanent Address:

Check all that apply below. You must provide supporting documentation with your request or it will not be reviewed by management.

- Due to: No longer enrolled in school or any other school in the surrounding area as of ____/____/____
(Supporting documents must be provided)
- Medical reasons (Supporting documents must be provided)
- Financial reasons (Supporting documents must be provided)
- Academic Probation/Dismissal (Supporting documents must be provided)
- Transferring to another School _____ (Supporting documents must be provided)
(Name of Institution)
- Other Please explain: _____ (Supporting documents must be provided)

Resident Signature: _____

OFFICE USE ONLY	
Date Application Received:	Received By (Print Name):
<input type="checkbox"/> Pre -Approved <input type="checkbox"/> Approved Settlement Amt: \$ _____	
<input type="checkbox"/> Denied due to: _____ <input type="checkbox"/> Paid on: _____	
Request for More information sent: _____ Appeal Request Received on: _____	
GM Signature:	Date: _____
Cancellation Letter Sent on: _____	
Decision Letter Sent on: / / <input type="checkbox"/> Emailed <input type="checkbox"/> Hand Delivery <input type="checkbox"/> USPS	
Routed to Finance on: / /	Appeal Request Received on: / /

LEASE CANCELLATION

Prior to the Start Date, you may terminate this Lease if you will not be attending the University (or any other institution of higher education in the San Antonio area) for 2019-2020, provided you notify us in writing at least forty-five (45) days prior to the Start Date of the Term. Please note that administrative fees paid with the application are not refundable.

Prior to the Start Date, you may terminate this Lease if you enter into a contract with the University to live at alternate on-campus housing owned by the University, provided you notify us in writing prior to July 1, 2019 and pay to us a Termination Fee in an amount as follows:

Effective Date of Termination:

- ❖ Between May 15 and May 31: \$175.00
- ❖ Between June 1 and June 30: \$500.00
- ❖ Between July 1 and before the Start Date: \$900.00

Cancelation fees must be paid in order for the lease to be cancelled.

In addition to the Termination Fee, you will forfeit any non-refundable fees associated with this Lease. The Effective Date of your termination is the date we receive (i) your written notice of termination, along with the applicable Termination Fee, and (ii) written confirmation from the University that you have entered into a contract to live in alternate on-campus housing owned by the University.

LEASE TERMINATION

After the Start Date, you may terminate this Lease if you are no longer enrolled at, or employed by, the University (or other institution of higher education in the San Antonio area), provided you (i) give us sixty (60) days prior written notice, and you (ii) pay to us as a Termination Fee an amount equal to the sum of \$150.00 plus either (a) twenty-five percent (25%) of the total Rent attributable to the unexpired Term of the Lease if the Ending Date is during months other than June, July and August, or (b) thirty percent (30%) of the total Rent attributable to the unexpired Term of the Lease if the Ending Date is during the months of June, July or August.

Termination as it pertains to violence or military leave

Unless otherwise provided below, in the Community Lease Addendum, or otherwise provided by applicable law, you may not cancel this Lease for any reason, including, but not limited to, voluntary or involuntary school withdrawal or transfer, marriage, divorce, pregnancy, loss of roommate, bad health, or any other reason other than death, unless agreed to in writing by us.

You may terminate this Lease if (i) you are a member of the U.S. Armed Forces or reserves on active duty, or (ii) a member of the National Guard called to active duty, for more than 30 days in response to a national emergency declared by the President of the United States of America; and you (a) receive orders for permanent change-of-station, (b) receive orders to deploy with a military unit or an individual in support of a military operation for 90 days or more, or (c) are relieved or released from active duty. You must provide us with written notice of your right to terminate, along with a copy of your military orders. In the event you provide valid notice of termination in accordance with this paragraph, this Lease will be terminated 30 days after the date on which you're next Rental Installment is due. Military permission for base housing does not constitute a permanent change-of-station order. After you move out, we will return your Security Deposit if applicable, less lawful deductions. For the purposes of this Lease, military orders described above will only release a resident who qualifies for a termination as indicated above, and such resident's spouse or legal dependents living in the resident's household. A roommate who is not the resident's spouse or dependent cannot terminate under this military clause.

You may also have special statutory rights to terminate this Lease early in certain situations involving family violence or military deployment or transfer. Tenants may also have special statutory rights to terminate the Lease Contract early in certain situations involving sexual assault or sexual abuse or stalking.

TRANSFER OF LEASE

While you cannot lease any part of your Premises to another person, you may be able to transfer your rights under this Lease to another person if we give our written consent, but the giving of our consent is at our sole discretion. **We are not responsible for finding a person to whom you can transfer this Lease, nor are we obligated to assist you in finding a potential replacement or to fill your bed space before filling other bed spaces at the Property.** Even if we agree to the transfer, you will still be responsible for all of the obligations under this Lease unless we specifically agree, in writing, to release you. A \$200.00 reletting fee must be paid to us by you, and the new resident must take possession of your bed space, before the transfer will be considered complete. Our consent to one or more transfers will not be a waiver of our rights of consent to any future transfer.