

RELET CHECKLIST

CURRENT RESIDENT

- 1** Pay \$500 Re-assignment Fee and any balance remaining on account
- 2** Sign Re-assignment Form in Resident Portal
- 3** Determine future resident move-in date according to chosen option above.
- 4** Find relet and notify our office at info@thestandardraleigh.com.
- 5** BOTH: Determine and notify our office if future resident is taking room As-Is or being professionally cleaned.
A. If taking as-is, future resident assumes financial responsibility for any existing damages and it will be up to current resident to determine cleaning responsibility. Future resident may move-in 24 hours after current resident has turned in keys to office.
B. If not taking as-is, current resident assumes financial responsibility for any existing damages and room will be professionally cleaned. Future resident may move-in 7 days after current resident turns in keys to office.
- 6** Turn in ALL keys to leasing office including front door key fob, mailbox key, parking pass, and amenity wristbands (if any items missing, charges may apply) and provide forwarding address.

FUTURE RESIDENT

- 1** Apply online for 2023-2024 term
- 2** Pay application and administrative fees
- 3** Sign lease
- 4** Pay required deposit
- 5** Await confirmation of lease approval from leasing office
- 6** Set up Simple Bills account
- 7** Register vehicle in Resident Portal if applicable
- 8** Sign all documents in Resident Portal
- 9** Pick up keys and provide any required payment
- 10** Complete Move-In Condition Form in Resident Portal