Lease Turnover Form

If you are assigned to an Elon University apartment space in Danieley Center, Station at Mill Point, Oaks, or Expanded Housing and are turning over your lease to another student, please complete this form and return to Residence Life in Global C 103 or email to residencelife@elon.edu.

**Today's Date** __________________________________________
(Please Print)

**Room Assignment** (Ex. OaksA 101A) _________________________
(Please Print)

Current Resident Name (Please Print) _______________ Datatel# __________
Semester Leaving (Please Circle One)  End of Fall Term  End of Winter Term
Reason for Leaving _____________________________________________
Signature of Current Resident _________________________________

New Resident (Please Print) ______________________ Datatel# __________
Date Moving In (Please Circle One)  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 residencelife@elon.edu at 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 ________________________________

Office Use Only
☐ E-mail received from new resident (if applicable)
☐ Datatel done (RMAS, MCRG)
☐ Report updated (Rent, Changes)