



RELET CHECKLIST

CURRENT RESIDENT

- 1** Pay \$350 Re-assignment Fee and any balance remaining on account.
- 2** Sign Assignment Intent Form in your Resident Portal.
- 3** Determine future resident move-in date according to chosen option.
- 4** Find relet and notify our office at info@thecollegeinnraleigh.com.
- 5** 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.
- 2** Pay application and administrative fees.
- 3** Sign lease.
- 4** Pay required deposit.
- 5** Await confirmation of lease approval from leasing office.
- 6** Register vehicle in Resident Portal.
- 7** Sign all documents in Resident Portal.
- 8** Pick up keys and provide any required payment.
- 9** Complete Move-In Condition Form in Resident Portal.