

Current Rental Agreement Holder

Date Received _____ by _____

Last Name _____ First Name _____

UO ID _____

Unit Address _____

Phone _____

UO Email _____

Requested date for change to take place _____

Requested Rental Agreement Holder-- The Rental Agreement is transferable only once per unit to an eligible UO student Rental Agreement at the time of the initial Unit assignment.

Last Name _____ First Name _____

UO ID _____

UO Email _____

Phone _____

Household Information

Section 1: Will the current rental agreement holder be vacating? Yes, vacate date _____. Please complete next section No

Section 2: Before a request will be approved, the new requested household must meet the eligibility requirements for that unit. If you have questions about household composition, please refer to Section 1 of the Rental Agreement.

New Roommate 1 Information:

Last Name _____ First Name _____

UO ID _____

Email (UO if student) _____

Phone _____

Status (check one): Spouse Domestic Partner UO Student Child:Date of Birth _____

New Roommate 2 Information (3rd Adult Spencer View 3-bedroom Only):

Last Name _____ First Name _____

UO ID _____

Email (UO if student) _____

Phone _____

Status (check one): Spouse Domestic Partner UO Student Child:Date of Birth _____

Rental Agreement Transfer Request

All requested members of the household must sign that they have read and understood the following statements and terms of Rental Agreement Transfer:

- Both the original and the new rental holder student accounts and eligibility must be in good standing prior to transferring the rental agreement. The rental holder must be a full-time student, and maintain proof of eligibility for each member of the household by proof of custody or birth certificate(s) for each child living in the household, additional adult(s) residing in the unit must be a spouse or domestic partner with current documentation (marriage certificate or domestic partner affidavit), or a full-time student(s) over 20 years of age, with UO identification number(s).
- The new tenant(s) must meet and comply with all eligibility and occupancy requirements throughout occupancy.
- Until the transfer is completed, the original Rental Agreement holder is responsible for all terms within the Rental Agreement.
- If the transfer is approved and before the effective date of the transfer, the new Rental Agreement holder must pay a \$75 security deposit and sign a new Rental Agreement at the Spencer View Area Office. The original Rental Agreement holder must return the parking permit (if applicable) and will receive a refund of their security deposit on their student account.
- The new Rental Agreement holder will assume all financial responsibility for cleaning and damage charges assessed at the time of vacate from the premises.
- When the new Rental Agreement holder vacates, all occupants must vacate the unit as the Rental Agreement will be terminated.
- The Rental Agreement is not transferable to any third party. This condition shall remain in effect throughout the new Rental Agreement holder's residency in Family Housing and University Housing.

Current Rental Agreement Holder Signature _____ Date _____

Requested Rental Agreement Holder Signature _____ Date _____

New Roommate 1 Signature _____ Date _____

New Roommate 2 Signature _____ Date _____

Office Use Only

Request Status: Approved Denied Deposit: Amount Paid _____ Staff _____ Date _____

Effective Date of Transfer _____ Parking Permit (if applicable) Yes No

Notes _____