

# Campus Plaza/Park Properties

## Tenant Intent to Sell Form

This is not a new agreement with Campus Plaza Apartments!! **You are still bound to your contract and owe rent every month until it expires or sells.** This form simply tells that you are trying to sell it. Campus Plaza is **not** responsible for selling your contract. You are!!

I \_\_\_\_\_, hereby inform Campus Plaza Apartments that  
I intend to sell my contract for: (circle one)

**Fall**      **Winter**      **Spring**      **Summer**      **Year** \_\_\_\_\_  
**Other** \_\_\_\_\_ **to** \_\_\_\_\_ **Year** \_\_\_\_\_  
(day/month)                      (day/month)

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- ( ) I will find a buyer for my contract alone. I understand that the transfer fee is \$15.00 and that it is my responsibility to find a buyer in order to make the transfer arrangements.
- ( ) I will try to find a buyer for my contract and also allow Campus Plaza to sell it if a prospective buyer contacts Campus Plaza without contacting me. If Campus Plaza finds a buyer and sells my contract, I understand that the transfer fee will be \$30.00 in accordance with the terms in the contract. If Campus Plaza sells my contract to a buyer before I give notice that I have found a buyer, the Campus Plaza buyer will receive the contract and I will be charged \$30.00 even though I found a buyer.
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I understand that no money exchange can take place between the buyer of the contract and myself. All contractual agreements must be made or approved in writing by Campus Plaza. *I understand that until the buyer has actually signed the contract and paid all deposits and rents required my contract is **NOT CONSIDERED SOLD** and I am still responsible for all the terms and conditions of the contract.*

It is my sole responsibility to check with Campus Plaza concerning the status of the sale of my contract. I agree that I will comply with all checkout procedures before I leave including returning my key, failure to do so will subject my deposit and prepayments to any fees and penalties outlined in my contract (See Contract Addendum 3). Should my contract sell according to the terms of the current contract, the deposit and prepaid rent will be refunded to me within 30 days after the final phone and electric bill are received. I understand that I am selling my lease and not a specific apartment, therefore, Campus Plaza is not restricted to assigning a buyer to a specific apartment.

Current apartment # \_\_\_\_\_ 4or 6 person \_\_\_\_\_

Name(print) \_\_\_\_\_

**I have read and agree to the terms above:**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Discount, if any \$ \_\_\_\_\_

Sold to: \_\_\_\_\_ Date \_\_\_\_\_

Contract Transfer Date