

### **Cancelling an Apartment Lease**

- 1) If an applicant has completed an apartment application and has not yet signed a lease, they may cancel their application and/or apartment offer at any time. There will be no penalty.
- 2) If an applicant has completed an apartment application and they have signed a lease, they have until June 15<sup>th</sup> to cancel. First month's rent and deposit will be refunded.
- 3) If an applicant has completed an apartment application, has signed a lease, and it is past June 15<sup>th</sup>, the applicant cannot cancel their lease. Another eligible applicant must be found by the lease holder to take over their lease. A \$200 re-leasing fee will be applied to the resident's account (per the lease agreement the applicant has signed), once a lease take over has occurred. (RLDS may have potential applicants on a waiting list, but in the event that they do not, RLDS is not responsible to finding another eligible applicant/lease take over.)

### **Cancelling an Apartment Lease Renewal**

- 1) If a resident has submitted an application for renewing their lease and has not yet signed a new lease for the next year, they may cancel their renewal/application at any time without penalty.
- 2) If a resident has submitted an application for renewing their lease, and they have signed a new lease for the next year, they can cancel their lease until June 15<sup>th</sup>. No penalty will apply.
- 3) If a resident has submitted an application for renewal, they've signed a new lease, and it is past June 15<sup>th</sup>, the resident cannot cancel their lease. Another eligible applicant must be found by the lease holder to take over their lease. A \$200 re-leasing fee will be applied to the resident's account (per the lease agreement the resident signed), once a lease take over has occurred. (RLDS may have potential applicants on a waiting list, but in the event that they do not, RLDS is not responsible to finding another eligible applicant/lease take over.)