

# Lease Transfer Procedures

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The following refers to The Winkler Organization, Inc. (hereinafter called “Landlord”), the Tenant leaving the unit (hereinafter called “Vacating Tenant”), individual attempting to assume the Vacating Tenant’s lease (hereinafter called “New Tenant”), and the Residential Rental Contract (hereinafter called “Lease”). These procedures are used for a lease takeover.

1. The Vacating Tenant must find a new tenant to sign for the lease term. The Landlord is in no way responsible for aiding in this process but is able to add your name to our internal list. **The Vacating tenant must provide, in writing, that they wish to transfer their lease and provide the new applicant’s name that will be taking over the lease** (Here are some advertising suggestions -on App States website you can advertise the bedroom on the following page - <https://offcampushousing.appstate.edu/> On Facebook there are two groups you can join and advertise. Appalachian Classifieds - <https://www.facebook.com/groups/175538369221046> and Appalachian State University Parents - <https://www.facebook.com/groups/appstateparents>).
2. The New Tenant must be of the same sex as the Vacating Tenant unless all tenants and guarantors agree in writing to accept a roommate of the opposite sex making the unit a Co-Ed. This will not apply to 1 bedroom or Efficiency apartments.
3. **The Vacating tenant must pay the transfer fee of \$385. This has to be paid in check or money order made payable to the Winkler Organization.** We cannot invoice this fee. The check can be dropped off at our office or mailed. The mailing address is 215 Boone Heights Drive, Suite 100, Boone NC 28607. We cannot start the process with the new tenant until this fee has been paid. The Vacating tenant is required to pay any remaining balance that would be on their account before the lease could be transferred.
4. **The New Tenant must submit an online application and choose the option- “New Tenant- Lease takeover”** - <https://winklerorganization.com/online-application/> and pay the applicable application fee of \$95. \$65 is for the application fee and \$30 is for the credit check for the new tenant and their guarantor. (\$15 each) Please make sure the correct application is submitted.
5. After the application has been received, the New Applicant and Guarantor will each receive an email requesting consent for the credit authorization process. Once the forms have been completed, processed, and reviewed, Winkler will contact the new applicant with the results (approved or denied).
6. **If approved, the New Tenant will receive instructions for setting up their tenant portal and be invoiced with an administrative fee of \$280.** The **preferred** payment method is online through the tenant portal. We also will accept payment by check or money order, made payable to the property they are leasing. This fee is a **non-refundable** fee that is paid to the owners of the property for any needs of the upkeep of the property.
7. Once the Administrative Fee has been received by our office, the lease will be generated and sent by email (HelloSign) to the New Tenant and Lease Guarantor for e-signature (separate emails-the email cannot be forwarded). **The lease guarantor is a requirement. No lease can be signed without a lease guarantor.**
8. The Security Deposit will be invoiced to the New Tenant at the same time the lease is sent. The link to pay is in the emailed message (**the security deposit cannot be paid on the tenant portal**). The security deposit is refundable at the end of the lease, based on the condition of the unit at move out and/or any account balance owed.
9. If the transfer is for the Spring Semester, there are move-in and move-out dates set by our office. **The Vacating Tenant acknowledges that he/she is also required to pay pro-rated rent for the turnover period (up to 6 days).** During the vacated time period, the vacated bedroom will be inspected, cleaned, painted, and

repaired as needed by the Landlord, at the discretion of the Landlord, prior to the New Tenant's lease start date. This information will be included in the Lease transfer addendum that will be sent via email.

10. Both Tenants are required to pay all applicable fees and sign all applicable leasing documents, in order for the Vacating Tenant to be released from his/her lease, and the New Tenant's Lease to be considered valid and binding. The Vacating Tenant remains responsible for all rent and associated charges until the New Tenant finalizes all leasing requirements.
11. Once the Lease Transfer is complete, accounting will settle the Security Deposit and the settlement will be sent via e-check to the Vacating Tenants email within 30 days.
12. **The Landlord is not required to keep either party apprised of the Lease Transfer status; both the Vacating and New Tenant assume full responsibility for seeing the Lease Transfer process completed in entirety.**