Contract Transfer Process

The Flats at UNF Students currently living at the Flats at UNF have the option of transferring

their contract to another UNF student if they would like to move out before the

of fcial contract end date . If you are interested in transferring your contract

please see the steps that must be taken below:

1. Find another UNF student who is able to take over your Flats at UNF contract (No contract transfers after July 1 each contract term). 2. Current Flats at UNF residents should then visit the Housing and Residence Life Offce on campus (Building 14B) to receive a Contract Transfer Agreement.

3. Both students must agree to a date where the Contract Transfer will be offcial (in regards to payment of the space).

4. The incoming student must complete a Housing Contract on the MyHousing

P o rtal (unf.edu/housing).

5. Both students must sign the form in order to agree to the Contract Transfer.

6. The Contract Transfer Agreement must then be turned into the Housing and

Re s iden ce Life Offce.

7. The Housing Offce will contact the incoming student when they are able to offcially move into the apartment.

Housing and Residence Life does not assume the responsibility of fnding a contract transfer for current or potential future residents. We have provided a Facebook page titled “Flats at UNF - Contract Transfers” where students can join and
post to fnd an individual to take over their contract . If you have any question regarding the
Flats at UNF Contract Transfer process please call the 24 Hour Welcome Desk at

(904) 620-3528 or the Housing and Residence Life Offce at (904) 620-4663.