

LEASE TERMINATION PROCESS

To begin the Lease Termination process, you must login to your USH Resident Portal and complete the below steps.

- Go to the [USH Resident Portal](#) and login
- Select **Housing Application** from the menu bar
- Select the specific application you are canceling
- On the drop-down menu select “cancel application & lease”
- Follow the steps to submit Lease Termination request

As outlined in your Lease Agreement, you need to submit a \$200 Lease Termination Fee. This can be made via credit card during the above steps.

Once the \$200 Termination Fee has been received, your name will be added to a list of students who wish to be released from their lease. While USH will assist you in finding a replacement, it is ultimately your responsibility to find a qualified replacement tenant.

You remain responsible for all rental and appropriate fee payments until you are released from the obligations of the Lease Agreement.

Notifying USH that you wish to terminate the lease and submitting the \$200 termination fee does not absolve you from the obligations identified in your lease agreement. You remain responsible for rent payment until a qualified replacement is identified, completes the necessary paperwork, and meets the qualifying criteria.

How is a qualified replacement resident found?

It is the responsibility of the resident to find a qualified replacement resident to sign a new lease on the bed space. While USH will assist you in finding a replacement, It is ultimately your responsibility to find a qualified replacement tenant. We recommend you look for replacement candidates via social media.

USH does work with WCU Admissions & Residence Life to identify replacement residents for USH residents looking to terminate their lease. USH makes no guarantee that a replacement will be found for your lease.