



Division of Business and Finance
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SALE OF CONTRACT FORM

The following conditions must be met for the sale of contract to be valid. No money should be exchanged between the seller and buyer.

Student selling contract - SELLER:

- 1- Seller is responsible for all rent and fees until the sale of contract is complete.
- 2- The seller is responsible for any damages or other charges which occurred during their occupancy.
- 3- Seller must properly check out with their Resident Assistant, if they have already checked in.
- 4- Any remaining security deposit will be refunded to the seller after completing a proper check-out unless seller transfers their deposit to buyer.

Student buying contract - BUYER:

- 1- Buyer cannot currently live on campus or have signed up to live on campus.
- 2- Buyer must be admitted to Utah State University and be enrolled in a degree-seeking program for a minimum of six (6) credit hours each semester. Graduate Students can be enrolled for less than six (6) credit hours provided they are registered in a Masters or Doctorate program.
- 3- Buyer must meet all contract requirements to reside in Utah State Housing.
- 4- The buyer must submit this sale of contract form and complete the on-campus housing online sign up process at <https://www.usu.edu/housing/signup/single> which includes signing a contract and paying the housing deposit.

SELLER:

Name: _____ USU A # _____

Semester in which sale takes place: Fall _____ Spring _____ Summer _____

Building: _____ Room: _____

BUYER:

Name: _____ USU A # _____

Same Room Assignment if Available:

Yes _____ No _____

Seller Signature: _____ Date: _____

Buyer Signature: _____ Date: _____

Office Use Only:

Staff Initials _____ Date _____

☐ Buyer's application, contract, and deposit received