

**University Apartment
Vacate Notice**

Tenants who have fulfilled their one year contract may be released by completing this 30-day cancellation notice (Tenants who have not met the terms of their contract will need to file a Contract Release Form). Please refer to your contract and Contract Booklet for explanation of contract terms and termination of the contract. Rent continues to the end of the 30-day notice period or the actual withdrawal from the apartment, whichever is later.

Name: _____ Telephone #: _____

ID Number: _____ Email: _____

Apartment #: _____ Unit #: _____ Do you have a **Co-Tenant**? _____

Co-tenant Staying? _____

Vacate Date: _____

(This date must be definite)

Failure to vacate by the above listed date may result in a lock-out on your apartment. Please notify Residential Life of any changes in your vacate status, as soon as possible.

Reason for vacating: _____

Forwarding Address: _____

Please Note: This address is for the updating of Residential Life Office files only. To forward your U.S. Mail, you must complete a change of address packet at the U.S. Post Office.

Date: _____

Signature: _____

For Office Use Only:

Date Received: _____

Email Date: _____

Co-tenant Name: _____

Charge Thru: _____

ID Number (Co-Tenant): _____

Emailed co-tenant: _____