Family Housing Student Transfer Vacate Notice

Date: ________________________________

Name(s): __________________________________________________________________________

Current Apartment Assignment: ___________________________ ID Number ________________________

Vacate Date: ________________________________________________

Apartment Transferring to: ________________________________________________

☐ Vacating procedures were given on __________ by ____________________ to ____________________

Pre-Move Out Inspection Date: ________________________________
(To be scheduled with Family Housing at least ten (10) days prior to the apartment vacate date)

Staff Student

Students will be able to pick up keys to their new apartment at 1:00 p.m. or later on a Friday at the Family Housing Office in North Village, C-01. Students will be required to return the keys from your old apartment by 8:00 a.m. the following Monday to the Family Housing Office in North Village, C-01. Students may return apartment keys when the Office is closed by putting them in an envelope marked with their name, apartment # and date of return. The envelope is to be put in the key return drop box to the right of the C-01 door.

If keys are not returned to the Family Housing Office, Students will be charged the prorated monthly rent for the apartment they are vacating along with the rent for their new apartment until the keys are returned.

Tenant Signature: ________________________________________________ Date: __________________________

Tenant Signature: ________________________________________________ Date: __________________________

Tenant Signature: ________________________________________________ Date: __________________________