



REQUEST TO VACATE

Student Resident Name: _____

Please print UIN _____ Apartment _____

This form serves as request to move out of the apartment listed above on _____ 20 _____

Vacate Terms and Conditions

- Each resident who is requesting to terminate the lease before the end of contract date must submit a request to vacate in person at the University Gardens Apartment Office, at least 30 days prior to your requested move-out date.
- The notice to vacate request must be approved by a fulltime University Apartments staff member.
- Residents will only be allowed to cancel their housing contracts for the following reasons: Graduation, study abroad, Internship/Practicum, or Student teaching (All must be located more than 30 miles from College Station) and active military service. You will need to provide proof of cancellation reason.
- Per the contract terms, the resident moving out must pay rent and electric for at least 30 days from the request to vacate is approved.
- The resident moving out may not occupy the apartment past the requested move out date listed on this form. If you are renting by the apartment, your remaining roommate is responsible for full rent and electric. If you are renting by the bedroom, your roommate's rent will not change.
- The resident must provide their roommate(s) with at least 30 day notice of the move out date.
- Damage or cleaning (approximately \$25 per hour with an hour minimum charge) charges will be added to your university account. Your account will be blocked until the fees are paid in full.
- University Gardens Apartments staff reserves the right to share your move out date with other residents of your apartment
- If you are moving out prior to the last day of rent collection, you must pay your rent and previous month's electric PRIOR to moving out
- Refunds (if appropriate) will be directly deposited into the bank account you have on file with TAMU.

Names of residents remaining in apartment: _____

Reason for move out: Graduation Study Abroad Internship/Practicum Student Teaching
 Other _____

By signing below, I am indicating that I understand all of the "Request to Vacate Terms and Conditions" listed above and must check out of the apartment with a staff member or do an express check out on the date I have indicated as my move out date. I understand that if I choose the express checkout option. I am not able to contest any cleaning or damages charges. All keys to the apartment need to be turned in to a University Gardens Apartments staff member or put in the key deposit box at time of check out. Residents will be billed for all keys not turned in on the day of check out.

Keys may NOT be mailed to the office I understand it is my responsibility to pay my final rent prior to moving out.

Student Signature _____ Date _____

Office Staff Only Vacate Date _____ . Rent due \$ _____ plus electric charges. Final rent and previous month's electric are due by the 7th day of month of the rent collection period. If you are moving out prior to the last day of rent collection, you must pay your rent and previous month's electric PRIOR to moving out. Final electric and if necessary, cleaning and damage charges will be added to your student account. Your account will be blocked until bill is paid in full.
Emailed remaining residents _____ Checkout Appointment _____
Staff Signature _____ Date _____