

RESIDENCE LIFE

Personal:

Name: _____ ID #: _____
 Current Cell Phone: _____ NCU Box: _____
 Building Number: _____ Unit Number: _____

Terms of Vacancy:

In compliance with the State of Minnesota and the North Central University Orfield / Elliot East Apartment Lease, I hereby submit my notice of intent to vacate my residence in apartment unit number: _____ of building: _____
 Minneapolis, Minnesota, 55404 on or before **December 31, 2009**.

In accordance with my Orfield / Elliot East Apartment Lease, I understand:

- I must file this vacancy notice with the Student Life Office at least sixty days prior to my intended move out date in order to receive a full refund of my housing deposit. (Section 13; Paragraph 2)
- I am responsible for my portion of the apartment rent until the end of the lease period (July 31) or until the apartment can be re-rented. Apartments cannot be re-rented until the beginning of a new academic term. (Section 19) Graduating seniors should refer to and follow the provisions in Section 17.
- I am still subject to all terms outlined on the Orfield / Elliot East Apartment Lease; this vacancy notice does not void my current lease agreement.
- With the filing of this vacancy notice, North Central University has my permission to access, show, and re-rent my apartment unit; this form is final.

Signature: _____ Date: ____/____/20____
 Signature: _____ Date: ____/____/20____
(Spouse's signature, if applicable)

Roommate Info:

Please complete the following information for your current roommate(s):

Roommate 1: Name: _____
 Plans to: Remain in the current apartment Vacate the apartment on: ____/____/20____
 Signature: _____ Date: ____/____/20____

Roommate 2: Name: _____
 Plans to: Remain in the current apartment Vacate my apartment on: ____/____/20____
 Signature: _____ Date: ____/____/20____

Student Life Office: Date Received: _____ Accepted or Denied Initials: _____