



California State University, Los Angeles
Housing Services
5300 Paseo Rancho Castilla, Los Angeles, CA 90032-8647
323-343-4800
323-343-6465 fax

End of Spring Move Out / Request for Refund End of License Agreement

The information you provide on this form will be used to forward your mail for up to four week after you move out and request a refund of your security deposit.

Before turning in keys, you need to submit a change of address with the US Postal Service (<https://moversguide.usps.com/icoa/icoa-main-flow.do?execution=e1s1>) and make sure you properly check out of Housing. There are two options of checking out at the end of the Spring quarter and all have different procedures that must be done to avoid additional charges being added to your account.

Check Out Options

1. Moving out before June 16, 2012 (with an RA or using Express Check-out)
2. Moving out on June 16, 2012 (10 am to 2 pm)

Please visit our Move-Out webpage for more information (http://www.calstatela.edu/univ/housing/move_out.php?#maincontent).

I. Forwarding (New) Address: (To be used to forward mail and will not exceed four weeks.)

Name _____ CIN _____
Last First M.I.

Street or PO Box City State Zip Country

Cell Phone No. () Other Telephone No. ()

CSULA Email Address Only _____

II. Current (Campus) Address:

Phase I/II: Apt/Room _____ Double ☐ Single ☐ Mail Box _____

GEA: Apt/Room _____ Double ☐ Single ☐ Suite ☐ Mail Box _____

III. Reason for request

End of License Agreement

IV. Charges/Refunds

Charges or refunds will be determined after final inspection of your apartment.

V. Signature

I have read and understand the information above. I certify I am the person named above and the information on the Refund Request & Apartment Checkout Application is accurate to the best of my knowledge.

Signature: _____

Date: _____

-Staff Use Only-

Charges/Refunds

Improper Checkout	
Late Checkout	
Lost Keys / Lock Change	
Cleaning Charge	
Damages:	
Damages:	
Damages:	
Damages:	
Subtotal	
Deposit	\$100.00
Charge / Refund	