

UNIVERSITY APARTMENTS LEASE TERMINATION FORM 2014-2015

Division of University Housing, University of Wisconsin – Madison

Your University Apartments Lease allows you to terminate your lease, and your rent obligation, **with 90 days notice**. In order to be complete and valid, all leaseholders (the primary leaseholder, and spouse, domestic partner, or roommate) must sign this form. Your apartment cannot be reassigned until this form, properly completed, is submitted to the University Apartments Office, 611 Eagle Heights. *Please print all information clearly.*

Apartment _____ ☐ Eagle Heights
_____ ☐ Harvey Street Number of Bedrooms _____
_____ ☐ University Houses

Resident Name(s) _____

Phone Number _____ Email _____

Termination Reason ☐ Leaving the UW-Madison. No longer a student, academic staff member, or faculty.
☐ Leaving University Apartments, but still enrolled as a student at UW-Madison.
☐ Leaving University Apartments, but still an academic staff member or faculty.
☐ Leaving University Houses before June 30, 2014 because of the University Houses Renovation Project

I request termination of my apartment lease effective at 11:59 PM on:

Month _____ Day _____ Year _____

Please check each of the following statements to indicate your agreement.

☐ I/we understand that I/we may not remain in my apartment after this date and time.

☐ I/we understand that the proper notice date is 90 days from the date this form is received in the University Apartments Office. If the termination date is earlier than the required 90 days notice, I/we authorize the University to rent the apartment as soon after the termination date as is feasible. I/we understand and agree that I/we am/are obliged to pay rent until the apartment is rented to a new resident, or the 90 days notice, whichever comes first.

NOTE: University Houses residents may terminate their lease anytime between January 1, 2014 and June 30, 2014 with less than 90 days notice.

☐ I/we understand that I am not permitted to sublet my apartment.

☐ I/we have read the attached Lease Termination Information sheet, which is part of this notice.

Signature of Leaseholder

Date

Signature of Spouse, Domestic Partner, Roommate

Date

Please provide your forwarding address, including zip code or country. If this changes, you may update the information by writing it on your Checkout Envelope.

Zip Code

New Email address

IMPORTANT LEASE TERMINATION INFORMATION

Please read the following information for your University Apartments neighborhood (Harvey Street Apartments, Eagle Heights, University Houses) carefully before selecting a lease termination date and submitting the attached Lease Termination Form.

Eagle Heights and Harvey Street Apartments

You can terminate your lease at any point during the lease year by providing the University Apartments Office a minimum 90 days written notice. 90 days is calculated from the date a completed lease termination form is received by the University Apartments Office. Signatures of both the primary leaseholder and the spouse/domestic partner/roommate are required on the Lease Termination form.

You are required to pay rent for 90 days from the date you submit your lease termination notice, even if you move before the 90 days notice date.

University Houses

All University Houses residents must terminate or transfer to Eagle Heights on or before June 30, 2014. The apartments will be renovated during the 2014-2015 lease year. The renovation project is anticipated to be completed by June 30, 2015.

University Houses residents will need to provide 90 days notice to terminate their University Houses lease on or before **December 31, 2013**. 90 days is calculated from the date a completed lease termination form is received by the University Apartments Office. Signatures of both the primary leaseholder and the spouse, domestic partner or roommate are required on the Lease Termination form. You are required to pay rent for 90 days from the date you submit your lease termination notice, even if you move before the 90 days notice date.

University Houses residents will be able to terminate their lease for anytime between January 1, 2014 and June 30, 2014, without providing the full 90 days notice. Residents will still need to sign a lease termination form, and signatures of both the primary leaseholder and the spouse, domestic partner or roommate will be required on the Lease Termination form.

All Neighborhoods

The date you choose to legally terminate your lease is the date by which you must vacate your apartment. We use this date to plan the cleaning and maintenance in your apartment as well as to schedule the new availability date for the apartment.

When deciding on your lease termination date, be sure to allow yourself a few extra days in case of possible moving or travel problems. Lease offers to new residents are made based on the lease termination date you provide. As a result, requests to change or cancel lease terminations may not be granted.

As stated in Section 10, TERMINATIONS, of the Eagle Heights and University Houses lease, *"This lease terminates at 11:59 p.m. on the last day of the lease term. Lessee must vacate the premises by that time if Lessee's lease has not been renewed. Failure of the Lessee to vacate the premises at the end of the lease term or after receipt of written notice from the Division to vacate the premises shall make Lessee liable for damages, including at least twice the rental value of the leased premises, apportioned on a daily basis for the time the Lessee remains in the premises."*

Written confirmation of your lease termination and Move-Out information will be sent to you by the Leasing Coordinator within ten days of receipt of your Lease Termination form. Move-Out information is also available on the Housing website, www.housing.wisc.edu/universityapartments. Please review the information within the Lease Confirmation letter and contact the Leasing Coordinator if you have any questions or concerns.

If you have any questions about the Termination policy please contact Peggy Lockhart, Leasing Coordinator (peggy.lockhart@housing.wisc.edu or 262-2789) or Linda Abegglen, Director of Administrative Services and Leasing, (linda.abegglen@housing.wisc.edu or 262-4925)

