



NOTICE OF INTENT TO VACATE AT THE END OF THE CURRENT CONTRACT

MUST BE SUBMITTED NO LATER THAN MARCH 15

NAME _____ BUILDING _____ APARTMENT # _____

Check One	
<input type="checkbox"/> FAMILY GRADUATE HOUSING	<input type="checkbox"/> HEALTH SCIENCES CAMPUS

E-MAIL ADDRESS _____@uga.edu TELEPHONE# _____

DATE VACATING APARTMENT _____ (Any day between May 15 and July 25)*

By completing this form and submitting it to the Housing Assignment Office, I agree and understand that I will be billed up to the date I have indicated above and that I cannot stay in the apartment past that date. If I need to move out on a different date, I must submit a written request, indicating the new date and the reason for the request, to the Assignments Office (116 Russell Hall) or via the Assignments email at housing@uga.edu. I further understand that a request to vacate on a later date may not be granted or that a request to vacate on an earlier date may not change my billing date. In order to change the billing to an earlier date, the request must be submitted at least one month in advance of the move out.

I understand that this form is only to be used to document and plan for my move out at the **end of my CURRENT contract** if I am not planning on living on campus next year.

As stated in my contract, I can vacate any day between May 15 and July 25* and will only be billed up to my move out date as long as this request is submitted by March 15. Requests to stay later than July 25 must be submitted in writing (additional documentation may be required) to the Housing Assignments Office.

If I have already contracted for next year, or I wish to vacate my apartment before May 15, I must complete a Contract Cancellation Request.

IF THIS INTENT TO VACATE NOTICE IS SUBMITTED AFTER MARCH 15, I UNDERSTAND THAT IMPROPER CHECK OUT FEES WILL BE ASSESSED.

I understand that the Community Office and my Resident Assistant will be notified of my plan to move out. It is my responsibility to schedule my checkout with the Resident Assistant on the same date that I noted above.

Failure to schedule the final checkout or missing the final checkout with the Resident Assistant may result in improper checkout fees being assessed to your account.

I further understand that I must return all my keys to the Resident Assistant during my scheduled checkout to avoid any additional charges.

DATE INTENT TO VACATE RECEIVED _____

****ALL MAY GRADUATES MUST MOVE OUT BY MAY 15****