

NOTICE OF INTENT TO VACATE UCSD LA JOLLA DEL SOL CHANGE OF PRIMARY

I will vacate my apartment at (address): _____ on
(date) _____. I understand that I am responsible for the apartment forty-five
(45) days from this notice and will be assessed rent through that time period. Thereafter, the remaining
resident(s) assumes responsibility for the total monthly rent.

1. A Change of Primary can occur only if the resident assuming the apartment has resided in the same apartment **no less than twelve months**, meets all University eligibility requirements, and has complied with the conditions of residency as outlined in the Rental Agreement.
2. Both the resident vacating and the resident assuming the apartment must complete the NOTICE OF INTENT TO VACATE UCSD LA JOLLA DEL SOL form concurrently, at the Leasing Center.
3. The resident assuming the apartment is responsible:
 - a. to submit the \$100.00 deposit and sign the Reservation/Security deposit receipt.
 - b. to sign a new Rental Agreement and update all the required documents to maintain residency.
 - c. for **ALL** remaining resident(s) to sign the Rental Agreement and update all required documents.
 - d. to accept the apartment "as is" and confirms by signing the Move-In and Move-Out Inspection Checklist.
4. The resident vacating the apartment is responsible:
 - a. to vacate by the date stipulated and return ALL key(s), gate transmitter(s), and parking permit(s) to the La Jolla Del Sol Leasing Center during business hours or in the mail slot after hours. If the keys are not returned to the Leasing Center on the stipulated vacate date, a lock change will automatically occur and charges will be assessed.
 - b. to pay his/her rent account in full at the Central Cashier's office prior to departure.
 - c. for any and all charges that exceed his;/her deposit such as severe damage, unusual wear and tear, excessive cleaning and any unpaid utilities.
 - d. to leave a forwarding address with the La Jolla Del Sol Leasing Center and submit a "Change of Address" to the U.S. Post Office.
 - e. to clean the apartment thoroughly and inform the Leasing Center of any maintenance items requiring attention.
5. The NOTICE OF INTENT TO VACATE UCSD LA JOLLA DEL SOL, CHANGE OF PRIMARY cannot be processed until **ALL** of the above is completed by the resident assuming and the resident vacating the apartment.

Resident Vacating Apartment:

Name _____

PID# _____

Date _____

Signature _____

Forwarding Address

Resident Assuming Apartment:

Name _____

PID# _____

Date _____

Signature _____

Address

La Jolla Del Sol
8046 Regents Road
San Diego, CA 92122
(858) 587-1221

For Office Use Only

Date: _____

Received by: _____