

# NOTICE OF INTENT TO VACATE RENTAL PREMISES

## Southern Oregon University – Family Housing

Name: \_\_\_\_\_ ID # \_\_\_\_\_  
Rental Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Forwarding Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Future Phone Number: \_\_\_\_\_  
Reason for Moving: \_\_\_\_\_

Date Moving Out: \_\_\_\_\_  
(This date is final and legally binding)

### FOR OFFICE USE ONLY

Responsible To Date: \_\_\_\_\_

1. By submitting this form I officially give the required 30-day advance notice of my intention to vacate the above-referenced rental premises on the date listed in the space labeled "Date Moving Out".
2. I understand that it is recommended that the rental premises are jointly inspected by myself and a representative of the landlord and that it is my responsibility to arrange such an inspection appointment at least 48 hours in advance.
  - a. Check-out appointments for apartments can be arranged by contacting the resident manager; for rental houses, the Family Housing Office is to be contacted.
  - b. I understand that if I fail to arrange a check-out appointment, or do not show for a prearranged appointment, the family housing representative will proceed with the check-out inspection and I will be responsible for any cleaning and/or damage charges he/she notes on the Inspection and Inventory Report form.
3. I understand that when the Family Housing representative arrives at the rental premises at the prearranged check-out time, the premises and surrounding property (if applicable) must have been completely cleaned, all personal belongings must have been removed, and I must surrender the keys to the rental premises to the representative at the time. If the premises are not ready to surrender to the representative at that time, I understand that I cannot be guaranteed another check-out appointment time at my convenience.
4. I understand that I must thoroughly clean the premises and the surrounding property (if applicable) and that a thorough inspection will be made by the Family Housing representative. I understand that I will be financially responsible for any cleaning needed to bring the rental premises and surrounding grounds (if applicable) up to the standards set by the Family Housing Department in order to be ready for the next tenant.
5. I understand that when I turn in this 30-Day Notice to Vacate, the Family Housing Office will notify Maintenance so they can contact me to arrange an appointment to inspect my unit for any problems that will require time-consuming repairs or special parts they may need to order in advance. If Maintenance is unable to reach me in a timely manner, they will provide a 24-Hour Notice of Access in accordance with section 29 of the rental agreement.

FOR FURTHER DETAILS AND COSTS TO TENANTS WHEN AN ITEM IS NOT CLEANED OR IS DAMAGED, PLEASE REFER TO THE CHECK-OUT BOOKLET.

My signature below indicates that I have read the information listed above and that I am aware of my responsibilities regarding terminating my rental agreement and moving out of my rental premises as listed in this document and in my rental agreement. ***I understand that I am responsible for payment of rent for thirty (30) days from the date this 30-day notice has been signed and has been received in the Family Housing Office.***

\_\_\_\_\_  
Tenant's Signature

\_\_\_\_\_  
Date

### IMPORTANT

The date you indicate in "Date Moving Out" is final and **cannot** be changed to a later date. You will be charged the prorated rent per day for each day you remain in your apartment past the date indicated on this form. Furthermore, if you do not vacate your apartment, the Family Housing Office may be forced to take legal action. This can have a detrimental effect on your ability to secure housing in the future.

Office Only: 30 Day \_\_\_\_\_ HOULABL \_\_\_\_\_ StarRez \_\_\_\_\_ Vacancy \_\_\_\_\_ Email \_\_\_\_\_