

UNIVERSITY APARTMENTS LEASE TERMINATION FORM

2011-2012 LEASE YEAR

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 lease holder, 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 _____ **Number of Bedrooms** _____

___ Eagle Heights
 ___ Harvey Street
 ___ University Houses

Resident Name(s) _____

Phone Number	Email
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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.

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

Month	Day	Year
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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.

___ 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

Dat

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

2011-2012 Lease Year

Please read the following information carefully before selecting a lease termination date and submitting the attached Lease Termination Form.

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.

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.

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.

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.

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 at 262-2789 if you have any questions or concerns.