

Graduate and Family Housing

NOTICE TO VACATE AND END LICENSE RESPONSIBILITY

For Office Use Only: Date Received/30 Day Notice Begins: _____ 30 Day Notice Ends: _____

Community (Check One): _____ 625 S. Limestone _____ 633 Maxwellton Court _____ Greg Page
_____ 410 Rose Lane _____ Shawneetown Building &/or Unit Number: _____

Date Licensee plans to VACATE the apartment: _____
(Licensee must immediately contact the Graduate and Family Housing Office if this date changes.)

Reason for Leaving (Check One): _____ Graduating/Program Complete _____ Emergency (documentation required)

Other, please explain: _____

Licensee Name: _____ UK Student ID Number: _____
(Last) (First)

Cell #: _____ E-Mail Address: _____

Spouse/Roommate Name: _____ UK Student ID Number: _____
(Last) (First)

Cell #: _____ E-Mail Address: _____

Forwarding Address: If a deposit refund is due, the refund will be mailed to the following address; unclaimed refunds will be forfeited after 60 days. (do not use department address)

Name: _____ Street Address: _____

City: _____ State: _____ Zip Code: _____

Country: _____

A Move-out Inspection MUST be conducted on the Vacating Resident's last day in the assigned unit. The purpose of this inspection is to determine whether or not damages exist AND to ensure that community cleaning standards are met. The unit must be **clean** and ready for inspection. If there are damages or the apartment is not clean, charges will be assessed. It is the *responsibility* of the Licensee (Vacating and Remaining) to schedule a move-out inspection with the Resident Manager; the Resident Manager will collect Vacating Licensee keys at that time. If keys are not returned, the Vacating Licensee will be charged for a lock change. If Licensees are roommates, once the Vacating Licensee moves out the Remaining Licensee will be responsible for the entire monthly rent amount.

Signed: _____ Signed: _____

If Resident will be leaving the USA:

Licensee security deposit will be refunded via credit card deposit was paid with or a Wire Transfer. Licensee **must provide documentation** as proof they are leaving the USA. Licensee will need to provide name and address as stated on bank account as well as the bank name, address, country, ABA Number and Account Number. **The advanced deposit refund will NOT be processed until the *Check-out Inspection and the authorization forms are completed.**

*Check-out Inspection (MUST be eight (8) working days *before* the move-out date):

Documentation provided: Yes No

Graduate and Family Housing CANNOT guarantee refund will be received before leaving the USA

G/F Representative: _____