

CONFIRMATION OF INTENT TO VACATE

University Apartments

Name: _____ Apartment _____
Please print street address and apartment number

Today's Date: _____ Move out date: _____

By signing this form, I am giving the University Housing office my written confirmation of my intent to vacate this apartment at the University of Idaho. I understand that I must file my Intent to Vacate by May 1, for agreements ending in May or June and by November 1, for Agreements ending in December. If I do not renew my existing agreement or notify University Housing by the stated deadline, this apartment could be assigned to another student, upon my agreement ending with University Housing. If I vacate before the end of my Agreement for University approved reasons, I must submit this form no less than 30 days prior to the requested check-out date. Early termination of the Agreement may be approved for the following: meeting all the requirements for my degree, student teaching (not in Moscow or local area) or a University recognized internship that takes me out of the area. If the agreement is being terminated early; the rate of charges will be retroactive to the less-than-twelve (12) month apartment rate, or the less-than-twenty-four (24) month rate, whichever is applicable (at the current rates) If I am breaking my agreement for any other reason, I will be required to pay the standard apartment charges until the end of my Agreement or until another eligible party moves in, and I will forfeit my Deposit and Reservation Fee, in accordance with the terms of my Agreement. A vacate date can be withdrawn or amended only if agreed upon in writing by both Student and University Housing. I will work with the Apartment Assignment Coordinator to determine if the vacate date can be amended. Further, if I remain in the apartment after the "Move out date" listed on this *Confirmation of Intent to Vacate* form, without a written extension from University Housing, I am subject to immediate removal from the apartment.

I understand I am not checked out until I return all keys to University Housing 24 hour desk. Daily charges will continue to accrue until all keys are turned in or a lock change has been processed.

If personal property remains in the apartment or apartment area after my Agreement expires and/or "Move out date" listed on this *Confirmation of Intent to Vacate* form, I will be charged for the removal of the property and storage fees. If my personal property is not reclaimed, and all fees paid within ten (10) days after the expiration of my Agreement or "Move out date" listed on this *Confirmation of Intent to Vacate* form, personal property will be treated as abandoned property and the University may sell or otherwise dispose of such property in any manner without liability.

Resident Signature _____ Date _____

Housing Officer Signature _____ Date _____

This form is not valid until signed by both parties.

- Vacating anytime during the last month of your Agreement will not result in penalties, nor will it result in a refund for the days remaining in that month.