



APARTMENT NOTICE TO VACATE

This letter serves as my 30 day notice to vacate in accordance with the terms of my lease.

STUDENT/TENANT NAME:		FORWARDING ADDRESS:	
STUDENT/TENANT ID:		CITY, STATE ZIP:	
CONTACT PHONE #:		NON-CARROLL EMAIL:	

APARTMENT BLDG/UNIT:	BLDG _____ UNIT _____	LEASE BEGIN DATE:	____/____/____
MAILBOX KEY CODE:		INDIVIDUAL ROOM KEY CODE: (Mark n/a if did not receive)	
MAILBOX KEY RETURN: (Initial next to selection)	_____ I am responsible for turning it in by the date below.		
	_____ I am leaving it with my roommates, who are continuing their lease of the unit.		
	_____ All roommates of the unit are moving out. The following roommate has been designated as the individual who will turn in the key by the date below:		
	_____	_____	_____
	(name of roommate)	(initialed by roommate)	

I, _____ do hereby give notice to vacate the property stated above. I acknowledge that I am responsible for giving a 30 day notice according to the terms of my current lease.

I understand that I am responsible until the end of my lease period. If the term of the lease is not fulfilled, I understand that an early termination fee may apply. I will be completely moved out and will turn in the keys to Residential Life & Housing no later than ____/____/____. I will complete and submit an Apartment Waiver Form to Residential Life & Housing with this Notice to Vacate if moving out before my lease ends and I wish to request to be released from my lease agreement.

If the keys are not surrendered by the above date, I understand I will be charged the current daily rental rate for each day until the keys are returned. Any changes to the above move out date must be submitted in writing and agreed to by Residential Life & Housing.

RETURN THE DEPOSIT TO ME VIA:

e-Refund (if already set-up):	If not set-up for e-Refund:	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A – not set-up	<input type="checkbox"/> Mail to Forwarding Address Above or	
	<input type="checkbox"/> Mail to:	
	NON-CARROLL MAILING ADDRESS:	
	CITY, STATE ZIP:	

SUBMITTED BY: _____ Date _____
Student/Tenant

RECEIVED BY: _____ Date _____
Residential Life & Housing Representative