NOTICE TO VACATE

Please do not complete this form if transferring from one residence, or room, to another.

• Residents on month-to-month leases: Notice to vacate must be received at least 30 days prior to your vacate date. Failure to submit 30 days prior to your vacate date will result in an insufficient notice charge of one month’s rent. Move out must occur by no later than 12.00pm (noon) on your vacate date.

• Residents on 8 or 4 month contracts: If the notice is received less than 30 days prior to the move-out date, the resident will be charged a $300 insufficient notice penalty. A resident who breaks their contract must pay for the rent and meal plan (if applicable) for the entire contract period, prior to moving out. The remaining meal plan funds will stay on the resident’s ONEcard (if applicable) and will not expire.

• Residents on Term Contracts or Leases: Moving out prior to your contract term end date may be subject to a re-rental fee equivalent to one month’s rent. A resident who breaks their Term Contract or Lease must pay the outstanding rent for the entire term period prior to vacating. Please refer to Section 11 (Termination of Tenancy by Resident After Taking Occupancy) of your Lease Agreement for complete vacate conditions.

I, _____________________________________________________, student ID number: _______________(First Name and Last Name) hereby give Residence Services notice that I will vacate Unit/Room # ________________ in ______________________________________________________ by no later than 12:00 pm (noon) on the ________ day of the month _____________________________________, 20 __________.

FORWARDING ADDRESS

You must update your forwarding address to receive any eligible refunds as cheques are the preferred method of reimbursement. Residence Services can only refund to a credit card that has been previously used for an online payment on your account. Log into your Residence Account at bit.ly/ResAccount. Click on “My Addresses” from the menu to the left and update your “Forwarding Address”.

WHY HAVE YOU CHOSEN TO MOVE OUT OF RESIDENCE

Please choose one:

☐ Co-op/Practicum/Study Abroad  ☐ Financial Hardship  ☐ Graduating  ☐ VSCP
( Supporting documentation from Faculty must be received within 10 days of placement notification)

☐ Withdrawing from U of A  ☐ Other: ____________________________

FLEXIBLE LEASE FOR GRADUATE STUDENTS IN A TERM CONTRACT/LEASE ONLY

• Graduate students must have lived in a University of Alberta residence for at least one (1) year at the time of application and must be a current resident to be eligible for a flexible lease.

• Graduate students must submit a minimum of ninety (90) days’ notice of their intentions to vacate to Residence Services (subject to special circumstances).

• Graduate students must provide evidence of their convocation (i.e.: a letter from their department and/or supervisor) to Residence Services along with this Notice to Vacate.

IMPORTANT NOTES

All applicable keys to your room/unit, building entrances, tunnels, study rooms, community rooms and mail boxes must be returned by no later than 12:00 pm (noon) on the move-out date. Failure to move out by the date and time indicated on this notice, or failure to return all your keys, will result in additional charges. All charges assessed for damage and/or cleaning at move-out, along with any outstanding account balances, will be deducted from your security deposit. Once approved, this Notice to Vacate cannot be rescinded without the approval of the Associate Director of Residence Operations. If you are submitting a break in contract appeal with your Notice to Vacate, you must provide any supporting documentation within 7 days of submitting the Notice to Vacate, in order for it to be considered.

SIGNATURE

By signing and submitting this form, I have read, understand and agree to the terms and conditions outlined in this form.

Signature __________________________ Date (DD/MM/YYYY) __________________________

Residence Services • University of Alberta • residence.ualberta.ca

Reviewed December 21, 2016