



UNIVERSITY OF ALBERTA RESIDENCE SERVICES

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 on or before the first day of the tenancy month to be effective on the last day of that tenancy month. Failure to submit a Notice to Vacate by the first day of the intended vacate month will result in an insufficient notice fee equivalent to one month's rent in addition to all other amounts owing.
- **Residents on 8 or 4 month contracts:** A resident who breaks their contract must pay, prior to moving out, the full rent up to the end of the contract period. If the notice is received less than 30 days prior to the move-out date, the resident will be charged an insufficient notice fee equivalent to one month's rent in addition to all other amounts owing.
- **Residents on Term Contracts or Leases:** A resident who breaks their contract must pay, prior to moving out, the full Rent up to the end of the Term. Notice to Vacate must be received on or before the first day of the tenancy month to be effective on the last day of that tenancy month.

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
(Please indicate residence. If Lister Centre please indicate tower)
 _____ day of the month _____, 20 _____.

Office Use Only		
HMS:	Initials:	
Appeal Decision (if a break in contract and/or insufficient notice)		
<input type="checkbox"/> Approved		<input type="checkbox"/> Denied
Re-Rental Fee	Insufficient Notice	Charge rent until:
<input type="checkbox"/> Charge	<input type="checkbox"/> Charge	_____
<input type="checkbox"/> Waive	<input type="checkbox"/> Waive	
<input type="checkbox"/> Charge rent until space re-rented	<input type="checkbox"/> Charge full meal plan	<input type="checkbox"/> Refund remaining meal plan funds
Reason(s) and or condition (s)		

Signature: _____		

FORWARDING ADDRESS

All residence refunds will be issued by direct deposit. To receive your refund, if eligible, directly into your bank account on a timely basis, set up your banking information in Bear Tracks under the Financials-Direct Deposit section.

WHY HAVE YOU CHOSEN TO MOVE OUT OF RESIDENCE

Please choose one:

- Co-op/Practicum/Study Abroad
(Supporting documentation from Faculty must be received within 10 days of placement notification)
- Withdrawing from U of A
- Graduating
- IVSP
- 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 notice to vacate to Residence Services on or before the first day of the tenancy month to be effective on the last day of that tenancy month.
- 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. Once approved, this Notice to Vacate cannot be rescinded without approval.

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 this Notice to Vacate in order for it to be considered.

SIGNATURE

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

Signature _____

Date (MM/DD/YYYY) _____