30 DAY MOVING NOTICE

All tenants are required to submit this moving notice 30 days prior to moving out. Thirty day's rent is charged from the date this notice is received at the Office of University Apartments. **Reminder:** Address changes must be made at the post office to have your mail forwarded to your new address. You can pick up a form at our office or at any post office.

Please read your Lease Agreement and the Handbook regarding policies for vacating an apartment. **Remember, $10 per day is added to your regular, daily rent if you stay past the termination of your lease or past one week after graduation. Rent is charged until the day your check-out is done and your keys are returned to the Office of University Apartments.**

This is our 30 day written notice that we will be vacating _____ on _____
(Apt Number or Street Address) (Date)

_____ _____ _____
(Print Name) (Signature) (Today's Date)

ROOMMATES USE ONLY"""'. **Each roommate must turn in their own 30-day moving notice**

My roommate(s) _____ and _____
(Roommate's Name) **(Roommate's Name)**

Will be staying [ ] will be vacating [ ] I don't know [ ]

OFFICE USE ONLY

_____ _____ _____
Arrival Date **Date Received** **Signature**

Prepare to move sheet given: [ ]Yes [ ]No Lease Expires: _____ [ ]Graduating