

# UNIVERSITY APARTMENTS

## University Housing and Dining

### 2020-2021 Vacancy Notice Form

Review the Vacancy Notice in its entirety for detailed information, policy, and procedures.

Date: \_\_\_\_\_ Student Name: \_\_\_\_\_ UTEID: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Complex: (circle one) Brackenridge Colorado Gateway Apartment Number: \_\_\_\_\_

I plan to vacate on \_\_\_\_\_ and understand that failure to do so will result additional charges and/or fees.  
(Date)

#### REASON FOR REQUEST (check applicable box):

- Vacating at the end of the current contract
- Not enrolling as a full time student
- Withdrawal from The University of Texas at Austin *For Office Use Only: Withdrawal effective:* \_\_\_\_\_
- Called to active military duty
- University Dismissal *For Office Use Only: Dismissal effective:* \_\_\_\_\_
- Graduation
- Academic Study Abroad
- Academic Internship
- Independent Study and Research
- Other \_\_\_\_\_

#### PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

- By completing and signing the vacancy notice, I am stating that I have read and understand the University Apartments contract terms and conditions as it pertains to contract cancellation.
- Upon receipt of the vacancy notice, requests for extensions to the vacancy date listed may be denied.
- The contract holder maintains responsibility for charges, damages, missing property, and the overall condition of the apartment until check out.
- All issued keys and parking placards must be returned to the University Apartments office by the vacancy date or replacement/re-key fees will be charged to the contract holder account.
- All cable and internet accessories issued at check in must be returned to the University Apartments office or left in the apartment. Charges for missing items will be charged to the contract holder account.
- Remove all belongings and thoroughly clean the apartment. No trash may be left in or outside of the apartment or outside of community dumpsters.
- The deposit is applied to any outstanding charges, damage to the premises and/or other applicable charges after move-out. The deposit is refunded to the contract holder less applicable charges or fees on the University account. The final itemized statement is sent via email to the contract holder within 30-days of check out.
- All information provided on the Vacancy Notice must be accurate. The submission of false documentation is subject to disciplinary action by The University of Texas at Austin.
- Brackenridge residents only: Contact City of Austin utilities and Texas Gas Services to end services.
- Colorado and Gateway residents only: Electricity is billed through date of check out.

**Completion of a 12 month stay is required in order to be eligible to vacate without penalty, after proper notice. Vacating before 12 months occupancy, with proper notice and for any reason other than graduating or completing all academic requirements, will**

result in a re-letting fee of 100% of the remaining month's rate and utility charges. Vacating before 12 months occupancy, without proper notice, will result in a re-letting fee of 100% of your monthly rate and utility charges. All contract actions require 60 days written advance notice. Failure to give 60 days' notice on intent to vacate will result in penalties as listed below.

Cancellation of the contract before the contract end date:	If you unexpectedly have to cancel your contract before it expires, after 12 months residency, there is no penalty if you give 60 or more days written advance notice Your deposit will be refunded less any damages or charges.
Failure to maintain eligibility requirements:	If you fail to maintain eligibility requirements, you must notify the University Apartments in writing within three (3) days You will be permitted to remain in the apartment up to 30 days from the date in which you no longer met eligibility requirements. During this time you will be responsible for paying a full month's rate and utilities or paying the rate for the number of days the apartment is occupied, whichever is greater. If you move prior to the last day indicated on the vacancy notice, the unused monthly charge will be forfeited as liquidated damages. Your deposit will be refunded less any damages or charges.
If suspended by the University (including enforced scholastic withdraw):	If you are suspended or expelled by the University, including enforced scholastic withdrawal, you must file a written vacancy notice within 48 hours of such a change. Documentation is required. You must move out within 15 days of suspension or the date in which the suspension takes effect, whichever comes first, and pay for a minimum of 15 days rate and utility charges or through the end of the semester, whichever is greater. The deposit will be refunded, less a \$35 processing fee and any applicable charges.
Graduation	Early contract termination at the end of a semester will be available if you are graduating or completing all academic requirements as confirmed by written documentation from the Dean of your college, with 60 days written advance notice.
Failure to move out at the end of the contract period or the last day of the month of graduation:	Failure to move out on or before 5 p.m. on the exact date required under the contract (e.g. the end of the contract term or the date listed on the vacancy notice) you must pay 100% of one month's rate and utilities charges plus \$50 per day for each day you are occupying the apartment past the notice to vacate date. You agree to indemnify The University and/or prospective residents for damages incurred, including lost income, storage, lodging expenses, and attorney's fees, if such damages are incurred. You may request a move out extension with a minimum of one week prior to the move out date indicated on your notice to vacate. Extensions must be approved in advance by the University Housing staff.

**My signature below confirms that I have read and understand all the information listed on both sides of this form**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parental/Representative Permit (FOR STUDENTS UNDER THE AGE OF 18) Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Relationship: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only – Do Not Write Below This Line**

Date Received: \_\_\_\_\_ Vacancy Date: \_\_\_\_\_ Keys Received/Check Out Date: \_\_\_\_\_

Parking Placard(s) Returned: # returned \_\_\_\_\_ # missing \_\_\_\_\_

Placard # \_\_\_\_\_ Placard # \_\_\_\_\_

Apartment Key(s) Returned: # keys returned \_\_\_\_\_ # keys missing \_\_\_\_\_

Mailbox Key(s) Returned: (circle) # keys returned \_\_\_\_\_ # keys missing \_\_\_\_\_

Photo ID Verified: \_\_\_\_\_ File Updated: \_\_\_\_\_ System Updated: \_\_\_\_\_  
Staff Initials Staff Initials Staff Initials