Residents must submit this form at least 60 days before vacating to give proper notice to UHD.

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.

Residents are billed to the date submitted on the vacancy notice. Failure to vacate by the date submitted will result additional charges and/or fees. Residents can vacate at a date earlier than the submitted date without penalty, but are billed to the submitted date.

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 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

Refer to sections III. and V. in the contract Terms and Conditions for applicable information on contract cancellation and penalties. Signing this form confirms that I have read and understand all the information listed on this form:

Student Signature: ___________________________  Date: ___________________________