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 the remaining month’s rate and utility charges and an early contract termination charge equal to two months’ rate or a prorated daily rate charge from the date of notice until the unit is re-leased, whichever is less. 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:

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Penalties</th>
</tr>
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<tbody>
<tr>
<td>Cancellation of the contract before the contract end date:</td>
<td>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.</td>
</tr>
<tr>
<td>Failure to maintain eligibility requirements:</td>
<td>If you fail to maintain eligibility requirements, you must notify the University Apartments in writing within three days and pay a monthly charge for a minimum of 30 days or the number of days the apartment is occupied, whichever is greater, beyond the date you file vacancy. 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.</td>
</tr>
<tr>
<td>If suspended by the University (including enforced scholastic withdrawal):</td>
<td>If you are suspended by the University, including enforced scholastic withdrawal; you must file a written vacancy notice no later than the third day of such a change. Documentation is required. You must move within 15 days of suspension or change in status or by the last day of the semester, whichever comes first, and pay for a minimum of 15 days charges or through the end of the semester, whichever is greater. The deposit is refunded, less a $35 processing fee and any applicable charges.</td>
</tr>
<tr>
<td>Graduation</td>
<td>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.</td>
</tr>
<tr>
<td>Failure to move out at the end of the contract period or the last day of the month of graduation:</td>
<td>Failure to move out at the end of the contract period or on the last day of the month in which you graduate whichever comes first, results in a charge of 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 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.</td>
</tr>
</tbody>
</table>

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