Notice of Vacancy

Name

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<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
<th>Email</th>
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University Affiliation

☐ Student
☐ Post Doctoral Research Fellow or Scientist
☐ Faculty
☐ Other ________

Campus Address

☐ Tower I - 60 Haven Avenue Residence
☐ Tower II, III - 100 Haven Avenue Residence
☐ 154 Haven Avenue Residence
☐ 390 Ft. Washington Avenue Residence

Apt.# ________

Type of Lease

☐ Sole
☐ Multiple
☐ Apartment Shares

Date Vacating Apartment

Month / Day / Year

Phone(s)# ________

Reason for Vacating Apartment

☐ Graduation
☐ Expired Affiliation
☐ Expired Lease
☐ Transferring to another University accomodation

Building ________ Apt#________

☐ Reason: _______________________

Security Deposit

Your security deposit is held in an interest bearing account. After you have vacated your apartment, and have returned your keys, the apartment will be inspected to assess the condition of the apartment. Any costs associated with repairing any condition or damages deemed beyond normal wear and tear and/or replacing any missing appliances, fixtures and furniture will be deducted from your security deposit. In addition, a replacement key charge will be deducted from your security for all keys not returned. Refunds usually take 45-60 days to process. The refund will be sent to the forwarding address listed below.

Forwording Address

Number Street City State Zip Code

I have read and reviewed with the Office of Housing Services Staff the instructions for vacating my apartment and agree to comply with these instructions.

Signature ________________________

Today's Date ________
Instructions for Vacating Your Apartment

Making plans to vacate your apartment.

- Notify utilities-electricity/gas, telephone, cable and campus computer network services
  - Con Edison 1-800-752-6633
  - Verizon 1-212-304-2491
  - Time Warner Cable 1-212-222-5388

- Notify post office re: change of address
- Plan move-contact moving company, contact truck rental company, etc., contact building manager re: elevator usage

Moving Out

- Remove all belongings from your room/apartment including kitchen, refrigerator, cabinets, closets, bathroom; clean kitchen appliances including defrosting of refrigerator, clean bathroom, broom sweep all areas; close windows, turn off lights; lock door.
- Return all keys to the 60 Haven Avenue/Tower I-Door Attendant

You will continue to be charged for occupancy until the premises have been vacated and the keys returned. A replacement key charge will be deducted from your security for all keys not returned.

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