Family Student Housing
Notice to Vacate

This is written notice that I will vacate ________________________(address) by ______________ (Date). As required by my lease, a 30-day written notice is necessary to terminate my lease. I understand that I am liable for 30 days rent from the day my notice is received by the Residence Life Office. I understand that I must call at least 5 days in advance to schedule a checkout inspection with my apartment manager.

________________________________               ______________________________
Student’s Signature                                               Date

Upon your departure, the apartment manager will inspect your apartment, not only for damages, but to ascertain its overall cleanliness as well. We then send in our maintenance and cleaning crews to prepare the apartment for new residents. Any time and materials spent on items “above and beyond” what we consider to be normal wear and tear would then be charged to you.

To avoid confusion, and in an effort to assist you in avoiding unnecessary charges, outlined below is the apartment condition as you are expected to leave it.

Floors - All floors should be swept/and or vacuumed so that we may immediately strip and wax or shampoo them. Floors that are badly scuffed or carpets that are stained may result in extra charges.

Kitchen – All appliances, sinks, counters and cupboards should be cleaned of foodstuffs, marks, grease, etc. Please pay particular attention to the oven and the refrigerator. Hours of work by our cleaning people to remove burnt-on grease will result in cleaning charges.

Bathroom - All fixtures should be cleaned. Though we routinely clean and disinfect the bathroom, a dirty bathroom takes more time, thus a cleaning charge.

Walls - The condition of your walls was noted by our staff just before you arrived. We then compare that to the way you leave them. Should their condition have deteriorated to a substantial degree, we would then charge you the costs necessary to return the walls to their original condition.

Note: Crayon, markers, pen, pencils, or sticker marks on the walls or doors are an automatic damage charge.

Contacting Telecommunications at 276-6609 may disconnect telephone service. It is very important that Telecommunications be notified, since you do not want to be billed for service or calls made after you have vacated.

Charges will continue for your apartment until keys are returned to either your Apartment Manager or Residence Life.

Thank you for choosing housing at Rensselaer. Good Luck in your future endeavors.