

University Park Notice to Vacate

Notice to vacate with departure date

This is written notice that I, _____, hereby serve my notice of intent to vacate and
Print full name
will be leaving apartment number _____, in University Park on _____.
Month-day-year

Forwarding address: _____
Street or P.O. Box *City* *State* *Zip*

Reason for leaving/vacating: (Please check one)

- Graduation
- Transfer to another school
- Withdrawing from school
- Moving off campus/still student at UMaine
- Other: _____

I understand that the "Terms and Conditions of University Park" and the lease I signed require a 30 day written notice to terminate my housing agreement. I am responsible to pay 30 days rent from the day my notice is received by the university regardless if I leave before the 30 days are up or not. Once the notice is received, the university immediately attempts to reassign the apartment. Hence, this notice is binding on all parties and is considered the final notice of your intent to vacate. Therefore I agree to vacate by the established date I listed above as my check out date and this date will be considered firm when I submit this form.

Signature: _____ Date: _____

Student Identification # _____

Check out: After you have checked out of your apartment, its condition will be checked completely. Charges may be made if the unit and/or its furnishing are found in an unsatisfactory condition. Upon vacating the apartment, secure all windows, lock the door/s, and turn in all keys to the Maintenance Shop at University Park.

Refunds — students: Refunds and/or rent credits are made to the resident's student account. Any additional charges incurred are also billed to this account. Refunds can be obtained by contacting the Bursar's Office located in Wingate Hall.

Return form to University Park Family Housing, Hilltop, Room 103K, Orono, ME 04469 or email um.aux.finance@maine.edu.