

**Notice of Intent to Vacate &
Application to Terminate the UCSF Housing Agreement**
SAMPLE

Please read this form carefully – it is a legally binding document.

This application will be processed in accordance with Section 43. TERMINATION of the UCSF Housing Agreement. Early termination of your Housing Agreement is subject to the approval of Housing Services and the terms and conditions set forth in your Housing Agreement. In the event that you apply for campus housing in the future, you will have *lowest* priority on the waitlist. Termination of a Housing Agreement may have an impact on Student Financial Aid, including the Cost-of-Living Supplement. When this form is delivered outside of regular business hours, it will be considered submitted at 8:00 AM on the following business day.

I am notifying Housing Services that I am moving out of my campus housing assignment on the date indicated below, and I am requesting early termination of my Housing Agreement based on the following:

I have a Short-Term Extension Agreement. I understand that this type of Agreement does not allow for a termination. Even so, I will be moving out earlier than my Agreement's Termination Date. Specifically, I will check out and return all appurtenant keys before 11:00 AM on my Anticipated Key Return Date, a University business day. I understand that I am financially responsible for the full term of my Agreement to the Termination Date, even if that means paying rent when I do not live in the property.

I am graduating; OR I am terminating my fellowship, internship, employment; OR I am taking a leave of absence for more than three months; OR I am withdrawing from my academic program. I will disaffiliate from the University, and request to be released from my Housing Agreement on or after my disaffiliation date. I understand that I will not be released from my Agreement before my disaffiliation date. I will check out and return all keys before 11:00 AM on my Anticipated Key Return Date, a University business day at least 30 days from the date this Application is received by Housing Services). I understand I must attach departmental verification of my disaffiliation, otherwise, this Application will be denied, and I will need to reapply for Termination. To upload proof of disaffiliation, please submit the attachment in the Upload Attachments section after you complete this form.

I am getting married or registering in a domestic partnership; AND I have a Housing Agreement that is restricted to single-person occupancy (Efficiency, Jr. 1-Bedroom, single room, shared double room). I request to be released from my Housing Agreement on or after my marriage/domestic partner registration date. I will check out and return all appurtenant keys before 11:00 AM on my Anticipated Key Return Date, a University business day at least 30 days from the date this application is received by Housing Services. I understand I must upload a copy of the marriage license or domestic partner registration within 30 days of the marriage or domestic partner registration. To upload an attachment, please submit the attachment in the Upload Attachments section after you complete this form.

Please find a Replacement Tenant to take over the remainder of my Housing Agreement term.

I will check out and return all appurtenant keys before 11:00 AM on my Anticipated Key Return Date, a University business day. I understand my Housing Agreement does not terminate until all the applicable terms and conditions are satisfied, and I have a continuing obligation to pay rent until up to 60 days from the move-out date or until the Replacement Tenant's occupancy date, depending on which outcome happens first. I understand that submitting this form initiates a process by which Housing Services attempts

to identify an eligible replacement tenant and that Housing Services has final say on all housing placements. Housing Services reserves the right to offer this Property to any applicant prior to offering this Property to an applicant whom I may procure, and Housing Services is not obligated to offer housing to an applicant whom I may procure. I understand that Housing Services will not inform me of my Housing Agreement Termination until a Replacement Tenant has signed and returned a valid Housing Agreement for this Property. I am fully committed to moving on the date indicated. My move out date will not change regardless of the date when the new tenant moves in. If I am applying within 90 days of my Housing Agreement's original Termination Date, I understand that Housing Services may have already offered my unit for future occupancy, and this may limit my ability to terminate early. I fully accept all financial risks of this early Termination, even if that means paying rent while I do not live in the property.

Please select which termination you are applying for:

Short-Term Extension Termination

Disaffiliation (graduation, job termination, withdrawal, LOA more than 3 months)

Single Occupancy Marriage

Replacement Tenant

Anticipated key return date (MUST be a University business day): __/__/__

Disaffiliation Date: required if you selected "Disaffiliation (graduation, job termination, withdrawal, LOA more than 3 months)": __/__/__

Reason for Leaving: required if you selected "Replacement Tenant" _or_ "Short-Term Extension Termination":

Academic Rotation Outside of San Francisco

Cheaper Housing Secured Elsewhere Getting Close to Term Limit

Other

Prefer to be Closer to Mission Bay

Prefer to be Closer to Other Campus Location

Prefer to be Closer to Parnassus Roommate Conflict

Please take a moment to provide us feedback and let us know a bit more about why you're terminating early.

I am requesting to terminate my Housing agreement early and I understand that submission of this form is final and irrevocable.