

Notice of Intent to Vacate

UCSF Housing Services

This Notice of Intent to Vacate is subject to the terms and conditions in your Housing Agreement.

Section I. For UCSF Faculty who have fulfilled the 6-month minimum tenancy requirement:

I have fulfilled my 6-month obligation and I am providing Housing Services with my thirty-day notice of intent to vacate on ____/____/____ (a University business day at least 30 days from the date Notice is received by Housing Services), which will be the effective date of the termination of my Housing Agreement.

Name My UCSF Housing Address Phone

Signature Email address

Section II. For All Others (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):

I am requesting early termination of my Housing Agreement based on the following (check one):

1. Graduation
2. Termination of fellowship, internship, or employment
3. Leave of absence for more than three months
4. Withdrawal for verified academic or medical reasons
5. Marriage/domestic partnership registration
6. None of the above

For reason # 1, 2, 3, or 4, above: I will disaffiliate from the University on ____/____/____, and request to be released from my Housing Agreement on ____/____/____ (a University business day at least 30 days from the date received by Housing Services). I understand that I must provide Housing Services with proof of my disaffiliation *within 2 business days* of its receipt of this Notice.

For reason # 5, above: I request to be released from my Housing Agreement on ____/____/____ (a University business day at least 30 days from the date received by Housing Services). I understand that I must provide Housing Services with a copy of the marriage license or domestic partner registration within ten (10) business days of the marriage or domestic partner registration in order for this approval to be considered.

For reason # 6, above: I will return my keys on ____/____/____ (a University business day at least 30 days from the date received by Housing Services). 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 the Replacement Tenant 's occupancy date.

Name My UCSF Housing Address Phone

Signature Email address

For Staff Use Only:

Date Received: _____ Received by: _____

