

# BALL STATE UNIVERSITY APARTMENTS

## NOTICE OF INTENT TO VACATE – SPRING

Scheidler Apartment Number # \_\_\_\_\_ (OR) Anthony Apartment # \_\_\_\_\_

Please check one: Family/Single Parent \_\_\_\_\_ Single (With Roommate) \_\_\_\_\_ Single (No Roommate) \_\_\_\_\_

Lease Holder's Name \_\_\_\_\_ BSU ID# \_\_\_\_\_

Date to Vacate Apartment \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
(Must be specific date)

Single roommates must file separate vacate notices. Will your roommate also be moving? (circle) YES NO N/A UNKNOWN

The above date is the date I will vacate my apartment. I am aware that if I fail to vacate by the above date, the University may forfeit my deposit, charge the applicable rent and charge a \$25.00 per day fee until all keys issued to me have been returned to the University Apartments Office.

Check the Conditions of Occupancy, Section F, TERMINATION OF CONTRACT, for specific information on your responsibilities regarding vacating your apartment. Here are some highlights of the information:

You may receive a refund of deposit if you...

- Vacate the apartment at the end of your lease.
- Are leaving due to academic disqualification and vacate your apartment within 30 days of your disqualification notice.
- File 45 days notice to vacate and are leaving under one of the following circumstances:
  - a) Between April 15 and the end of your academic year contract.
  - b) Withdraw from the university on recommendation of the University Health Center or such other circumstances with the prior approval of the Assistant Director of Housing and Residence Life for University Apartments.

You will forfeit your deposit if you...

- Vacate your apartment prior to the end of your contract (except under the conditions stated above), **AND you will be responsible for the rent for the remainder of the semester (until December 22 or April 15).**
- Withdraw from the university. You must vacate your apartment within 30 days of your withdrawal date.
- Move into a residence hall before the end of your lease.

Damage and cleaning charges will be assessed in addition to the deposit forfeiture. An occupant who vacates before the end of their contract without filing a vacate notice will, in addition to the forfeiture of the deposit, continue to be responsible for rent until the occupant or roommate notifies the University Apartments Office.

Rent will not end until ALL issued keys are accounted for with the University Apartments Office. You will be responsible for paying full rent for the month in which you are vacating, and rent paid in excess (if eligible) will be refunded after you vacate your apartment. Rent charges that may be charged on your account for following months can be disregarded.

Your address will be changed on the BSU mainframe. Spouses or children who are also students will need to change their address on the BSU website. **You are responsible for notifying the U.S. Postal Services (USPS) to have your mail forwarded.**

I have read and understand the information above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Forwarding Address \_\_\_\_\_

\_\_\_\_\_ Phone Number \_\_\_\_\_

For Office Only:

Notes \_\_\_\_\_

Date Received in Office \_\_\_\_\_