Auxiliary Services
Property Management

THE UNIVERSITY OF MAINE

5727 Estabrooke Hall
Room 158
Orono, Maine 04469-5727
Tel: 207-581-4444
Fax: 207-581-3650

UNIVERSITY PARK

NOTICE OF INTENT TO VACATE WITH DEPARTURE DATE

This is written notice that I, _____, hereby
(please print your full name)
serve my notice of intent to vacate and will be leaving apartment number
_____, in University Park on_____.
(month, day, & year)

FORWARDING ADDRESS:

_____
Street or PO Box City State Zip Code

REASON FOR LEAVING/VACATING: (Please Check One)
_____ Graduation
_____ Transfer to another school
_____ Withdrawing from school
_____ Leaving University employment
_____ Moving off campus/still student at UM
_____ Other:_____

I understand that the "Terms and Conditions of University Park" and the lease I signed require a 60 day written notice to terminate my housing agreement once I have completed a full year of tenancy. I am responsible to pay 60 days rent from the day my notice is received by the University. Should I vacate the apartment prior to the end of the 60 days and the University is able to reassign it prior to the expiration of the 60 days notice period, I will receive a refund of rent for those days the apartment is occupied by the new resident. 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.

☐ Check this box if you authorize the lessor to provide reference information regarding rental history.

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 Alumni Hall.
REFUNDS:(Faculty/Staff) Adjustments are made through the Faculty/Staff billing system. Refunds are made through the University check request system.

Please return this form to University Park Family Housing, ATTN: Jane Kosnow, 158 Estabrooke Hall, Orono, ME 04469.