



NOTICE TO VACATE

This is to Notify the Minot State University Residence Life and Housing Office that:

Printed First Name: _____ **Printed Last Name:** _____

Printed Hall: _____ **Apartment Number:** _____

Will be vacating on **Printed Date:** _____

As required by my University Apartment Rental Agreement, a 30-day written notice effective the first of the month is necessary to terminate my lease. I understand that I am liable for one month's rent from the date of my notice to vacate the apartment.

I also agree I will contact the apartment manager at least 5 days in advance to schedule a checkout appointment.

Student/s who graduate or discontinue enrollment at the end of an academic term are no longer eligible for a University Apartment. Student/s no longer eligible for a University apartment must vacate their apartment no later than the last day of the month that the term ends. In these situations, a written notice to vacate must be received by the Housing Office no later than 30 days in advance of the end of the month. Tenants who discontinue enrollment during a semester must give a 30-day written notice to vacate effective the first of the month on the date they are no longer a full-time student.

I have read and understand the above listed information and wish to give notice to vacate my apartment by the above listed date. I authorize MSU Housing Office to respond to rental reference requests and to release information about my occupancy and University account.

YES: _____ **NO:** _____

Leaseholder Signature: _____

Leaseholder ID Number: _____

Date: _____

OFFICE USE ONLY:
Date Rec: _____
Staff Initial: _____