



Department of Residence Life  
Division of University and Student Advancement  
P.O. Box 756860  
Fairbanks, Alaska 99775-6860  
(907) 474-7247 / FAX: (907) 474-6423

(Name) \_\_\_\_\_  
(Hall, Apt) \_\_\_\_\_  
(Date) \_\_\_\_\_

## NOTICE TO VACATE

Dear Resident,

This is a formal notice that your occupancy agreement end date is stated on the bottom of the first page of your official Occupancy Agreement with the Department of Residence Life. Please make a copy of this notice for your records and return the completed notice to the Residence Life Central Office in the MBS Complex or email it to [uaf-housing@alaska.edu](mailto:uaf-housing@alaska.edu) AT LEAST 30 DAYS BEFORE YOUR OCCUPANCY AGREEMENT END DATE OR YOUR EARLY MOVE OUT DATE.

Occupant remains responsible for Housing Fees from date of notification to date of vacancy, whichever is later. If Occupant does not give full **30 day** notice Occupant will forfeit housing deposit in the amount of **\$600.00** \_\_\_\_\_ *Occupant initial here.*

If you are terminating your Occupancy Agreement prior to the end date of the contract you stand to forfeit your \$600.00 deposit. To appeal this policy, please complete an Exception to Housing Agreement form found in the Central Office or at <http://uaf.edu/reslife/Apply/HousingException.pdf>.

There are two ways to check out of your housing unit:

- A. In-Person: Residence Life only performs In Person Check-Outs on Tuesdays and Thursdays from 9 AM – Noon and 1 PM – 4 PM.
- B. Express: Express Check-Outs are offered seven days a week.
  - o Important: If you choose an Express Check-Out you must fill out an Express Check-out Envelope. Express Check-Out Envelopes are available in the Residence Life Central Office of which is open Monday – Friday, 9:00am – 4:00pm. To avoid charges to your student account, you are responsible to remove all personal belongings and clean the unit to Residence Life standard guidelines. **With Express Check-Outs you forfeit your right to appeal any additional cleaning/damage charges.**

You must next decide whether you want a pre move-out inspection. Pre move-out inspections are voluntary and must be scheduled at least **two weeks (2)** in advance with the Resident Life at the Resident Director contact number listed below. I also understand that pre move-out inspections and checkouts will occur during the hours of 9:00am - 12:00pm and 1:00pm - 4:00pm, on Tuesdays and Thursday **ONLY** (except holidays). \_\_\_\_\_ *Occupant initial here*

Residence Life reserves the right to conduct a walk-through of the apartment after resident gives notice in order to determine maintenance and/or renovation priorities. Residents will be given 24-hour notice if a walk-through is necessary.

**NOTICE TO VACATE**

Please complete this notice and return it to the Central Office or email to [uaf-housing@alaska.edu](mailto:uaf-housing@alaska.edu).

Optional Pre Move-Out Inspection Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Move-out option A:**

Physical Move out Date: \_\_\_\_\_ Time of Inspection: \_\_\_\_\_

*Please Note: Any changes made to your Move-Out Date or Time of Inspection within 24 hours of the original date/time will result in an automatic \$35.00 fee.*

**Move-out option B:**

Express Move out Date: \_\_\_\_\_ Optional Express Day of Inspection: \_\_\_\_\_

I agree to adhere to the above dates as stated:

\_\_\_\_\_ *Print Name* \_\_\_\_\_ *Date Notice Turned In*

\_\_\_\_\_ *Resident Signature* \_\_\_\_\_ *Date*

\_\_\_\_\_ *Phone #* \_\_\_\_\_ *Current UAF Apartment*

Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contact:**

Resident Director: 474-7943  
Office of Residence Life: 474-7247  
Family/Faculty Housing Coordinator: 474-5281