

**Notice of Intent to Vacate &
Application to Terminate the UCSF Housing Agreement**

SUBMISSION OF THIS FORM IS FINAL AND IRREVOCABLE!
Read this form carefully – it is a legally binding document.

This application will be processed in accordance with Section 43. TERMINATION of the UCSF Housing Agreement. 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. In the event that you apply for campus housing in the future, you will have *lowest* priority on the waitlist. Termination of a Housing Agreement may have an impact on Student Financial Aid, including the Cost of Living Supplement. When this form is delivered outside of regular business hours, it will be considered submitted at 8:00 AM on the following business day.

Did you have an approved Service Animal or Assistance Animal with you while in UCSF Housing?
 Yes No

I am notifying Housing Services that I am moving out of my campus housing assignment on the date indicated below, and I am requesting early termination of my Housing Agreement based on the following:

1. I have a Faculty Housing Agreement, AND I completed the minimum 6-month tenancy obligation.

I am providing Housing Services with a *minimum* 30-day Notice of Intent to Vacate. I will check out and return all appurtenant keys before 11:00 AM on ____/____/____ (a University business day at least 30 days from the date this Application is received by Housing Services), which will be the effective date of the termination of my Housing Agreement. (You may also choose section 5, below.)

2. I have a Short Term Extension Agreement. I understand that this type of Agreement does not allow for a termination.

Even so, I will be moving out earlier than my Agreement's Termination Date. Specifically, I will check out and return all appurtenant keys before 11:00 AM on ____/____/____ (a University business day). I understand that I am financially responsible for the full term of my Agreement to the Termination Date, even if that means paying rent when I do not live in the property.

3. I am graduating; OR I am terminating my fellowship, internship, employment; OR I am taking a leave of absence for more than three months; OR I am withdrawing from my academic program.

I will disaffiliate from the University on ____/____/____, and request to be released from my Housing Agreement *on or after my disaffiliation date*. I understand that I will not be released from my Agreement *before* my disaffiliation date. I will check out and return all appurtenant keys before 11:00 AM on ____/____/____ (a University business day at least 30 days from the date received by Housing Services). I understand that my department must provide Housing Services with verification of my disaffiliation ***within 2 business days*** of its receipt of this Application. Otherwise, this Application will be denied, and I will need to reapply for Termination. Send verification to housing@ucsf.edu. (You may also choose section 5, below.)

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4. ___ I am getting married, or registering in a domestic partnership; AND I have a Housing Agreement that is restricted to single-person occupancy (Efficiency, Jr. 1-Bedroom, single room, shared double room).

I request to be released from my Housing Agreement *on or after my marriage/domestic partner registration date*. I will check out and return all appurtenant keys before 11:00 AM 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 30 days of the marriage or domestic partner registration. (You may also choose section 5, below.)

5. ___ Please find a Replacement Tenant to take over the remainder of my Housing Agreement term.

I will check out and return all appurtenant keys before 11:00 AM on _____/_____/_____. 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. I understand that submitting this form initiates a process by which Housing Services attempts to identify an eligible replacement tenant for the remainder of the term in my Housing Agreement. Housing Services has final say on all housing placements. Housing Services reserves the right to offer this Property to any applicant prior to offering this Property to an applicant whom I may procure, and Housing Services is not obligated to offer housing to an applicant whom I may procure. I understand that Housing Services will not inform me of my Housing Agreement Termination until a Replacement Tenant has signed and returned a valid Housing Agreement for this Property. *I am fully committed to moving on the date indicated.* My move out date will not change regardless of the date when the new tenant moves in. If I am applying within 90 days of my Housing Agreement's original Termination Date, I understand that Housing Services may have already offered my unit for future occupancy, and this may limit my ability to terminate early. I fully accept all financial risks of this early Termination, even if that means paying rent while I do not live in the property. (You may also choose section 1, 3, or 4, above.)

Print Name

UCSF Housing Address

Phone

Email Address

Tenant's Signature

Date

For Housing Staff Use Only

Date Received: _____ Received by: _____