

Request to Vacate: Single Student Apartments

Graduate students requesting to vacate Single Student Apartments, should complete and return this form to the Cal Housing Office on the 2nd Floor of 2610 Channing. Submitting this form does not guarantee that your request will be granted. Please attach supporting documentation, including graduation, marital, withdrawal, or other records.

NAME: _____ STUDENT ID #: _____
SEX: M F Self-Identify: _____ PHONE: _____

CURRENT LOCATION

Manville

Ida Jackson

Garden Village

Nexus/ Panoramic Berkeley

Panoramic San Francisco

Shattuck Studios

CURRENT ROOM NUMBER: _____

REQUESTED CANCELLATION DATE

DATE YOU ARE REQUESTING TO VACATE: _____

REASON FOR CANCELLATION REQUEST

SIGNATURE (REQUIRED BELOW)

I understand that I am financially responsible for the duration of my lease unless cancellation is approved by the Cal Housing Office (note: Under most circumstances an eligible replacement must sign a leasing agreement for your apartment).

I understand I am bound by the lease agreement for at least thirty (30) days following the date this notice is received by the Cal Housing Office.

I understand that by filing this request with the Cal Housing Office, my lease has NOT been terminated and I am still responsible for my housing charges unless an eligible replacement has been found. A current University housing resident cannot be a replacement since they already have a residence hall contract or apartment lease.

I have read and fully understand the above conditions regarding contract cancellation. I request to vacate the apartment listed above, on the date stated above.

STUDENT TENANT SIGNATURE: _____ DATE: _____