

Rental Agreement Holder

Date Received _____ by _____

Last Name _____ First Name _____

UO ID _____

Unit Address _____

Phone _____

UO Email _____

Vacate Date: _____ Reason for vacate _____

Rental Reference (choose one): Yes No University Housing has my permission to release the following information for the purpose of a future housing reference: length of occupancy, payment history, and property damage history.

Terms of Vacate: By signing this form, I understand:

1. Tenants are responsible for rent for 30 days from the date this vacate notice is received.
2. Occupancy beyond the rent obligation date will result in additional pro-rated rent.
3. Cleaning and damage charges may exceed the security deposit. (GV tenants do not pay a security deposit.)
4. I am responsible for utility costs through the rent obligation date.
5. I am responsible to have utilities taken out of my name.
6. My student account will continue to be charged rent until the final checkout paperwork is processed following my vacate date. Charges beyond my rent responsibility will be reversed when the checkout paperwork is processed.
7. It may take up to 30 days for checkout paperwork to be processed, including charges and the refund of the security deposit (GV residents do not pay a security deposit).
8. All members of the household must be vacated on or before the vacate date.
9. All keys and parking permit (if applicable) must be returned at time of checkout. If keys are not returned at time of checkout, I understand I will be charged lock change fees.

Rental Agreement Holder Signature _____ Date _____

Office Use

Obligation for rent through _____ Pay \$ _____ for _____

Fees: GV Contract Cancellation (see Section 7.3 of GV Contract for details), or FH Rental Agreement Breakage (see Section 12.11.3 of Rental Agreement for details) Yes No Amount _____

Parking Permit (if applicable) Yes No

Staff Initials _____ attach vacate, checklist, cc SV or ResCoord Date processed: _____

Tenant Checkout Preparation

Choose what type of checkout	Standard (walk through with staff)	Contact 541-346-8585 at least three business days in advance of your vacate date to schedule a walkthrough appointment.
	Express (leave without staff walk-through)	On the vacate date, you may return keys to the Area Office at Spencer View. If vacating when those offices are closed, contact the Community Assistant at 541-912-1435. If you fail to return keys to a staff member, you accept the risk of a lock change should keys be missing.

General Cleaning Guidelines

- Clean windows, including troughs and blinds
- Wipe down walls, baseboards, doors and frames
- Sweep, Vacuum, and/or mop floors. Do not wax
- Clean cupboards, drawers, counters, sinks
- Clean all parts of the oven/stove
- Clean all parts of refrigerator
- Clean walls behind and floors under appliances
- Clean all fan covers, screens, and light covers
- Clean shower/tub, toilet, fixtures, cabinet
- Wipe down all closets and shelves
- Clean inside and outside of doors and screens
- Sweep concrete areas, stairs, porches (not GV)
- Sweep and clean storage areas
- All light bulbs must be operational.

East Campus residents must also cut the grass and remove any debris from the yard, remove compost piles, and sweep/clean garage and basement areas where applicable.

Vacate Notice

University Housing
Family Housing and University Apartments