



NOTICE TO VACATE
(YEAR END FORM)

NAME: _____ **RESIDENCE #:** _____

COMMUNITY: _____

To ensure that correct rental deductions can be made, tenants who will be vacating their residence are requested to complete and return this form as soon as possible, and **no later than May 31st**.

Complete the following section

I, _____ intend to vacate my **PRESENT** residence on _____, 20____.

Note: If you are vacating your residence, you must remove all your belongings and complete the Accommodation Inspection Report with your Area Maintenance Supervisor or designate. Please contact him directly for an appointment.

NOTE: Only tenants vacating their residences are required to submit this form. If the Housing Department does not receive the Notice to Vacate it will be assumed that the tenant is remaining in the residence and normal rental deductions will be made during July and August. If a tenant vacates we cannot guarantee placement in the same residence should they return.

This section for tenants vacating for the summer/returning in the fall

Return Damage Deposit

Retain Damage Deposit

Please include the address to which the damage deposit is to be returned

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DATE:

TENANT SIGNATURE:

DATE:

PRINCIPAL SIGNATURE:



Fax to: 780-618-3143
Attention: Housing Department
Bob Friedel, Housing Coordinator