

UNIVERSITY OF CHICAGO, FACULTY AND STAFF HOUSING VACANCY NOTICE

- Every resident submitting a Vacancy Notice will have their apartment listed as available to rent, as of the vacancy date provided herein, with Residential Services and the apartment may be offered to incoming residents. The acknowledgement of this notice hereby provides resident with a required minimum two-day advance notice of our intent to show your apartment. Whenever possible, a representative from Residential Services or Residential Properties will attempt to contact you ahead of any showing.
- In accordance with the lease terms, all rent is payable in advance on the first day of each month. Resident understands that full payment of all rent and other agreed upon charges due, including final month prorata as shown below, must be paid by the first day of the month of the vacancy date stated below. If full payment is not received as agreed, the University/Residential Properties may use an outside collection agency.
- Resident has read and understands the important move-out information shown on the back of this Vacancy Notice.
- **EARLY LEASE TERMINATION:** In accordance with the Lease, if Tenant is a faculty member or staff member of the University who is dissociating from the University or purchasing a primary residence in the Hyde Park area, in either such event Tenant may terminate the lease conditioned on all of the following: A. Delivering a letter to Landlord from the department with which Tenant is associated, confirming dissociation, or a copy of a fully executed purchase contract for the purchase of a residence in the Hyde Park area attached to the notice described at (B.); B. By giving Landlord thirty (30) days' prior written notice on this Vacancy Notice form and fully completed and signed by Tenant and delivered to Landlord; C. Tenant must have completed a minimum one lease term in the Apartment. A Tenant requesting early lease termination during the first lease term will be held responsible for rent through the expiration of the Lease or until a new lease commences with a qualified new tenant, whichever comes first. The rental obligation under this Lease continues even if Landlord requires access to the vacant, unoccupied Apartment in order to perform redecorating or maintenance work in preparation for entering into a new lease with a qualified new tenant. If an agreement is reached to terminate a lease prior to the end of the first lease term, Tenant may be held responsible for prorated apartment redecoration costs; D. If Tenant has served Landlord with a 30-day notice of early lease termination, the Apartment will be listed as available with the Landlord's office and made available to qualified University residents who do not currently reside in University housing. Whenever possible, Landlord will contact Tenant ahead of time to schedule a showing of the Apartment to prospective new tenant.
- **Any rescission or change to this Vacancy Notice desired by Resident must be in writing and a new Vacancy Notice must be completed, submitted, and acknowledged.**

RESIDENT: Complete top section and submit to Residential Properties at 5100 S. Dorchester Avenue

Resident Name: _____	VACANCY DATE _____, 20 ____ (Date I will vacate and return all keys)
Address: _____ Apt #: _____	Month vacating parking space/garage: _____ Garage or Parking Lot: _____ Space #: _____ <i>Please see reverse side "Parking/Garage"</i>
Home Phone: _____ Cell/Work Phone: _____	
Forwarding Address: _____ <div style="display: flex; justify-content: space-between; font-size: small;"> Address Apt# </div> <div style="display: flex; justify-content: space-between; font-size: x-small; margin-top: 5px;"> City State Zip Code </div>	
Forwarding Email Address: _____	
<u>Reason for Vacancy (please check one):</u>	
<input type="checkbox"/> 1) End of Lease term, relocating out of Hyde Park area <input type="checkbox"/> 2) End of Lease term, relocating elsewhere in Hyde Park area <input type="checkbox"/> 3) Disassociation from University (Attach letter from Department Head.) <input type="checkbox"/> 4) Purchasing in Hyde Park/Kenwood area (Copy of current sales contract is attached) <input type="checkbox"/> 5) Transferring apartments within Faculty and Staff Housing <input type="checkbox"/> 6) Other _____	
SIGNATURE of resident indicating understanding of these terms _____	Date _____
(OR) SIGNATURE of office staff completing notice _____	Date _____ Based on notice received (attached)

OFFICE USE ONLY

ACKNOWLEDGEMENT TO RESIDENT

OFFICE USE ONLY

Resident is responsible for payment of rent through and including : _____, 20____
(Based on vacancy date stated above and in accordance with the Lease)

Pro-rated rent amount due for month of _____ is \$ _____ and is due on _____
(Last month rent prorata calculation, if applicable)

By _____ Date _____ Additional Comments: _____

Copy to Resident by: _____ Date: _____

Delivery Method: In Person Janitor U.S. Mail Email

MAKE READY DATE: _____
INSPECTION DATE & TIME: _____

Distribution: Original / Resident Yellow / Management

THE UNIVERSITY OF CHICAGO - RESIDENTIAL PROPERTIES

5100 S. Dorchester Avenue

Phone: (773) 753-2200

Fax: (773) 753-1332

MOVE-OUT CHECKLIST

MOVE-OUT DATE: If you anticipate a change in your vacancy date, it is important to contact Residential Properties immediately and complete and submit a new Vacancy Notice form as the apartment may have already been re-assigned based on your original vacancy date. A rescheduled move-out will be accommodated whenever possible, and you will be notified through receipt of the Residential Properties' acknowledgment of the new Vacancy Notice whether the change in date can be accepted.

POSSESSION/KEYS: To ensure that you have relinquished possession of your apartment to the University, all keys (including applicable mailbox, garage or parking gate transmitters/access cards, and common areas) must be returned to Residential Properties preferably on the vacancy date stated on this notice, but by no later than 8:30 A.M. the following day. A key envelope has been provided for this purpose.

PARKING/GARAGE: Month-to-month garage and parking rentals will terminate on the last day of the same month of apartment lease termination unless other arrangements have been specifically made. *Note: Failure to return keys/access cards/transmitters by the vacancy date will result in charges per the Parking Agreement.*

RENT: All rent, including the final month's rent and/or pro-rated rent, must be paid by the 1st day of the month in which it is due. Payment can be delivered or mailed directly to 5555 S. Ellis Avenue, 3rd Floor or sent via NetPay. We suggest that you verify with the cashier that your account is fully paid before departing. Please be aware that the University makes every effort to collect outstanding debts, including the use of student account restrictions and debt collection agencies, when necessary.

MOVING – PORCHES/ELEVATORS: In walk-up buildings, the rear/side porches are to be used for all moving activity. In elevator buildings, the service elevator is to be used. Please contact your janitor ahead of time to inform him/her of your moving schedule and to receive any special instructions. Please be respectful of your neighbors at all times.

CLEANING: Apartments and University supplied furniture should be left in move-in condition, less normal wear and tear. Post-occupancy apartment inspections are performed using the Apartment Condition Verification form signed by you and the Landlord's representative when you moved in. Carpets should be vacuumed; tile or wood floors swept and mopped. Refrigerator, oven, and fixtures in the kitchen and bathroom(s) should be cleaned. All rubbish, garbage, and unwanted personal items must be taken to the appropriate dumpster or recycling area. Large items, such as couches, beds, and chairs should be removed from the apartment. Please remember to remove items from storage lockers or basements. Any contents remaining after keys are returned or the apartment has been determined to be vacated or abandoned as governed by the Lease, may be discarded.

UTILITIES: Contact all applicable utility companies and other service providers as soon as possible:

Electricity:	ComEd	(800) 334-7661	comed.com
Cooking and/or Heating Gas:	Peoples Gas	(866) 556-6001	peoplesenergy.com
Telephone/Cable TV/Internet:	AT&T	(800) 244-4444	att.com
	Comcast	(866) 594-1234	comcast.com
	DIRECTV	(888) 777-2454	directv.com

MAIL/FORWARDING ADDRESS: Submit a change of address with the U.S. Post Office either online at <https://moversguide.usps.com> or at a local postal branch. Also, please be sure to provide a forwarding address on the Vacancy Notice you submitted to Residential Properties or the key return envelope you were provided.

Thank you for staying in University Housing! Please refer to your Lease or contact Residential Properties if you have any questions or need additional information.