

**UNIVERSITY OF CHICAGO, GRADUATE STUDENT 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 and either your building janitor or an office representative will be present.
- 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, a restriction may be placed on the resident's student account without separate notice.
- 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 Resident is enrolled as a student at the University and is graduating or leaving the University or is purchasing a primary residence in the Hyde Park area, in such event, Resident may terminate this Lease seven (7) days or less prior to the beginning of any University academic quarter period, except the Fall academic quarter period, by giving Landlord thirty (30) days prior written notice. Specific dates are provided in your apartment lease. This thirty (30) day notice must be on this Vacancy Notice, fully completed and signed by Resident, and delivered to Landlord with applicable verification as described below. The 30-day period begins on the date a Vacancy Notice with applicable verification is received and date-stamped in the management office.
- **Any rescission or change to this Vacancy Notice desired by Resident must be made in writing using a new Vacancy Notice which must be completed, submitted, and acknowledged.**

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

| | |
|---|---|
| Resident Name: _____ Address: _____ Apt #: _____ 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;"> City State Zip Code </div> | <p>VACANCY DATE _____, 20____ (Date I will vacate and return all keys)</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Month vacating parking space: _____ Parking Lot: _____ Space #: _____ <i>Please see reverse side "Parking/Garage"</i> </div> Forwarding Email Address: _____ |
| <p>Reason for Vacancy (please check one):</p> <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) Graduating (Lease shall remain in effect until allowable vacate date. <i>Management will verify, see paragraph 2 of your Lease.</i>) <input type="checkbox"/> 4) Early termination of Lease (Confirmation letter from my Dean of Students Office is attached) <input type="checkbox"/> 5) Transferring apartments within Graduate Student Housing <input type="checkbox"/> 6) Purchasing in Hyde Park/Kenwood area (Copy of current sales contract is attached) <input type="checkbox"/> 7) 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: _____

MAKE READY DATE: _____

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

INSPECTION DATE & TIME: _____

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:

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|------------------------------|-------------|----------------|-------------------|
| 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.