



New York University Medical Center

Real Estate and Strategic Capital Initiatives, Housing Services Division
339 East 28 Street, New York, NY 10016 tel 212 263 5025 fax 212 263 7500

VACATING FORM – EMPLOYEES and FACULTY—Rider to Lease

Notice to Tenants: Lease may not be terminated by Tenant prior to the expiration of Tenant’s first one-year term. If you are past your first one-year term and are requesting to vacate your apartment before the expiration of your current lease term, be advised that, if approved, requests to terminate Leases or Subleases would be effective only on the last day of a calendar month and not less than thirty days after written notice is received. The Housing Office is not responsible for lost Vacating Forms, so please verify that this notice has been received and approved in the Housing Services Office. Please print all information legibly. Thank you.

Name _____
print given name Family name

Current Street Address & Apt _____

Telephone number _____ E-mail address (print legibly)
(where a message can be left)

Current employment position _____ department _____

Are you the sole occupant of the apartment, or do you share it with authorized NYU roommates?
_____sole occupant _____share with NYU roommates

_____Live with spouse/domestic partner (print name) _____

Requested Vacating Date _____ Are you on payroll deduction of rent? ____yes ____no
month day year

Forwarding Address: This is for any refund that may be due you, and also for your mail to be forwarded for up to six months IF you live in Greenberg Hall or Residential Tower. Occupants of other buildings must notify the U.S. Postal Service to forward their mail. Occupants of all buildings should notify their magazines, credit cards, banks, etc. of their change in address.

New Address _____
print clearly

- If you have accounts with Con Edison, telephone companies, ISPs, or cable television, you must notify them of your moving plans and arrange to return any of their equipment to them.
- If Con Edison will be turning off your electricity, please defrost your refrigerator and prop the door open. To avoid cleaning or damage charges, leave your apartment “broom clean”, clean your appliances, remove all trash, and restore the apartment walls and floors to standard conditions.
- Inform your movers in advance that moves must take place during approved days and hours; your building superintendent can advise you regarding these. Some landlords also require certificates of insurance—please inquire about that as well.
- Return your keys to the building superintendent or leave them in a labeled envelope at your lobby front desk or key collection box. At Waterside Plaza, please return keys to the Management Office, 30 Waterside Plaza.
- _____Please check here if you prefer not being contacted for apartment information by a vetted future NYUMC employee- or student-tenant of the apartment.

Thank you for your cooperation. Please retain a copy of this form.

Tenant signature and date

Received by (doesn't indicate approval)