



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 FOR STUDENTS

Notice to Students: Your housing license may be cancelled only if you are no longer a full-time matriculated student, or you choose to vacate June 30th, providing 30 days written notice. Note that if you sign a license during the Housing Lottery, you may not cancel that license until June 30 of the year following that lottery. For medical students, written notice must also be provided by their class's license submission deadline during the housing lottery process. Written notice is subject to approval and must be received in the Housing Office at least thirty days in advance. The Housing Office is not responsible for lost, misdirected, or illegible vacate notices, so please verify that this notice has been received in the Housing Office, especially if you fax it. If you are delivering this form by hand, please ask for a signed photocopy. Please print all information legibly. Thank you.

Name _____

print

Spouse's or Domestic Partner's Name _____

Current Street Address & Apt _____

Current telephone number where a message can be left _____

E-mail address (print legibly)

Current student status _____ Medical Student _____ Graduate Student or MD/PhD

Are you graduating? _____yes _____no

Requested Vacating Date (month/day/year) _____

Are you, (and any spouse or domestic partner) the sole occupant of the apartment, or do you share it with authorized roommates? _____sole occupant _____shared with roommates

If shared housing, please indicate which room you are vacating _____left _____center _____right

Did NYU provide the furniture? _____yes _____no

Forwarding Address: This is for any refund that may be due you, and also for your mail for up to six months IF you live in Rubin Hall, 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

Notes: If you have accounts with Con Edison, telephone companies, 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 from movers. Return your keys to the building superintendent or leave them in a labeled envelope in the Housing Services department. Thank you for your cooperation. Please keep a copy of this form.

Occupant signature

Date

Soc. Sec. Number

Received by

date