

## Notice of Vacancy Form

Columbia University in the City of New York  
University Apartment Housing  
Columbia University Facilities  
400 West 119<sup>th</sup> Street  
New York, N.Y. 10027  
212-854-9300 Fax 212-749-8816  
<http://www.columbia.edu/cu/ire>

**DO NOT USE THIS FORM** if you require housing for the next academic term/year. See a University Apartment Housing (UAH) Rental Agent about your housing status.

### Instructions on vacating your U.A.H. apartment/unit

- 1) Fill out the vacancy information below (please write legibly)
- 2) Remove all personal belongings from apartment/unit  
For unfurnished units remove all personal furniture.  
For furnished units, return furniture to original locations
- 3) Clean unit: Empty refrigerators and cabinets, remove all trash, sweep all floors  
You will be charged for any debris and/or furniture and belongings left in unit
- 4) Officially disconnect telephone service, utilities and cable if applicable
- 5) Return all keys to the super on the day you vacate. Be sure to get a receipt for your keys  
You will be billed up until the day keys are returned

**This is to notify the UAH office that I will vacate:**

Unit # \_\_\_\_\_ in \_\_\_\_\_ ( bldg. Number & street)  
on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ ( month, day, year of vacancy)

**My reason for leaving is: (check one)**

Graduated       Expired Affiliation       Expired lease/contract  
 Leave of absence       Transferring to another U.A.H. property       Other

**IF YOU ARE VACATING FOR ANY OTHER REASON, TALK WITH SOMEONE IN THE UAH OFFICE TO DETERMINE IF ANY CHARGES/PENALTIES APPLY.**

**My Forwarding address is:**

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Security deposits are refunded in accordance with the terms of the lease/contract and are mailed to your forwarding address approximately 8 weeks after you vacate. If you live in a term billed unit your reservation deposit was credited to your University SFS account shortly after you moved into UAH.

**Print Name Here:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Daytime phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_ **Today's date** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_