Tenants Notice of Vacancy Form

Columbia University in the City of New York
University Apartment Housing
Columbia University Facilities
400 West 119th Street
New York, N.Y. 10027
Phone (212) 854-9300 Fax (212) 749-8816
www.facilities.columbia.edu/housing

If you require housing for the next academic term/year, DO NOT USE THIS FORM.
See a Housing Coordinator about your housing status first.

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, and sweep all floors. You will be charged for any debris, belongings, and/or furniture 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 U.A.H. office that I will vacate:

APT.#________ at________________________________________ on  ________/________/________
Street Address MM DD YYYY

My reason for leaving is: (check one)
☐Graduated ☐Leave of absence
☐Expired lease/contract ☐Transferring to another U.A.H. property
☐Expired affiliation

IF YOU ARE VACATING FOR ANY OTHER REASON, SPEAK WITH SOMEONE IN THE U.A.H. OFFICE TO DETERMINE IF ANY CHARGES OR PENALTIES APPLY.

My Affiliation is: (check one)
☐Student ☐Faculty/Staff ☐Postdoctoral Fellow/Visiting Scholar ☐Other____________

My Forwarding address is: __________________________________________________________
____________________________________________________________________________________

Security deposits are refunded in accordance with the terms of the lease and are mailed to your forwarding address approximately eight 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 U.A.H.

Print Name Here: _____________________________________________________________________
Signature: _______________________________Today’s date_____/_____/_____

Daytime phone: __________________________Email: ________________________________