

## Apartment Contract Cancellation Form

Name: \_\_\_\_\_

Requested Move-Out Date: \_\_\_\_\_

Student No: \_\_\_\_\_

Unit Number: \_\_\_\_\_

Forwarding Address:

Your Contact Information:

\_\_\_\_\_

Cell Phone: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Reason for Cancellation:

- ☐ Not Enrolled
- ☐ One Semester Only
- ☐ Personal

- ☐ Residential Halls
- ☐ Withdrawal from University
- ☐ Other (explain below)

- ☐ University Meadows

Statement of Cancellation:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of the Student: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Authorized Personnel Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only**

Cancelled in AD: \_\_\_\_\_  
Cancellation Charges: \_\_\_\_\_  
Damage Charges: \_\_\_\_\_  
Deposit Refund Amount: \_\_\_\_\_

Meal Plan Removed: \_\_\_\_\_  
# of Keys Returned: \_\_\_\_\_  
Laundry Card # Returned: \_\_\_\_\_