



Office of Residential Life & Housing

C103 Provincial House
One University Boulevard
St. Louis, MO 63121-4499
Phone: 314.516.6877
Fax: 314.516.6878
Email: umslreslife@umsl.edu
www.umsl.edu/reslife

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:

- | | | |
|-------------------------------------|--|--|
| <input type="checkbox"/> Financial | <input type="checkbox"/> Moving home | <input type="checkbox"/> Other (explain below) |
| <input type="checkbox"/> Graduating | <input type="checkbox"/> Not enrolled | <input type="checkbox"/> Personal |
| <input type="checkbox"/> Military | <input type="checkbox"/> Official withdrawal from University | <input type="checkbox"/> Transferring universities |

Statement of Cancellation:

Signature of the Student: _____ Date: _____

Authorized Personnel Signature: _____ Date: _____

*Please return completed form via email (umslreslife@umsl.edu), fax (314.516.6878) or return to the Office of Residential Life and Housing (C103 Provincial House). DO NOT return to Mansion Hill Clubhouse.

<u>Office Use Only</u>	
Cancelled in AD: _____	Meal Plan Removed: _____
Cancellation Charges: _____	# of Keys Returned: _____
Damage Charges: _____	Laundry Card # Returned: _____
	Gate Access Removed: _____