BALL STATE UNIVERSITY APARTMENTS NOTICE OF INTENT TO VACATE

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Scheidler Apartment Number#		(OR) Anthony Apartm		ent #		
Please check one:	Family/Single Parent	_ Single (With	Roommate)	Single (No Roommate)		
Lease Holder's Name				BSU ID#		
Date to Vacate Apa	rtment(Must be specific dat	Reason for te)	Leaving			
Single roommates mu	ust file separate vacate notices	s. Will your roomm	ate also be moving?	(circle) YES	NO N/A	UNKNOWN
	e date I will vacate my apartme pplicable rent and charge a \$25					
	of Occupancy, Section F, TERM ent. Here are some highlights		FRACT, for specific in	nformation on yo	our responsibi	lities regarding
✓ Vacate the a ✓ Are leaving o ✓ File 45 days a) bet b) wit	fund of deposit if you Ipartment at the end of your leadue to academic disqualification notice to vacate and are leavin ween April 15 and the end of you hdraw from the university on re or approval of the Assistant Dire	n and vacate your a g under one of the our academic year ecommendation of	following circumstal contract. the University Health	nces: Center or such	other circums	
responsible ✓ Withdraw fro ✓ Move into a ✓ Transfer bet	leposit if you apartment prior to the end of ye for the rent for the remain om the university. You must varesidence hall before the end o ween apartments except under act for details).	nder of the semes acate your apartme of your lease.	ster (until December nt within 30 days of	er 22 or April your withdrawa	15). I date.	
	charges will be assessed in ade forfeiture of the deposit; conti					
month in which you a may be charged on y give valuable infor mail will be sent to	Il ALL issued keys are returned in existe vacating and rent paid in exister vacating and rent paid in exister vacating and rent paid in exister vacation to avoid unnecessare your BSU e-mail address nowere assessed to you from your paid were assessed to you from your paid were assessed to you from your paid and the p	cess (if eligible) wil hs can be disregard y charges or fees otifying you that	I be refunded after y led. Please read the because of impro you have been m	ou vacate your ne move-out b pper notice, da	apartment. R ooklet caref image, clear	Pent charges that fully as it will ling etc. An e-
BSU website. You are by the University Apa	changed on the BSU mainframe e responsible for notifying the L rtments Office effective the dat charged ½ month of service; fr	J.S. Postal Services e you return your I	to have your mail foceys. Phone is charg	orwarded. Phon ged by the ½ m	ne service will onth. Disconr	be disconnected
	erstand the information above.					
Signature			Date R	eceived in Office	9	
Forwarding Address_						
				Phone numb	er	

FOR OFFICE ONLY: Required Notice_____ Refund Deposit____ Owes Rent Through Semester__

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