

INTENT TO VACATE

Resident Name _____

Resident Name _____

CTC Address _____ Phone _____

Move out date _____

Forwarding Address:

Name _____

Street _____

City _____ State _____ Zip _____

Keys are to be turned in by 3:00pm on the move out date listed above. Final move out inspection will take place after all keys, parking permits and laundry card(s) have been submitted to office staff. Please read supplemental documents for more vacating information.

PLEASE REMEMBER:

1. Once a decision is made to vacate on a particular date, this date may NOT be changed. CTC will rely on the date specified in this Intent to Vacate notice to make arrangements to recondition your unit and make it available to another resident. Failure to vacate on the date specified by midnight is a breach of this notice and your lease with CTC. If you do not vacate on the date specified, you will be liable for the following:
 - a. All expenses CTC incurs to accommodate a future resident who cannot move in because you hold over after the date specified will be damages charged to you.
 - b. If you do not vacate on the date specified, CTC can file an eviction action against you. An eviction on your housing record can make it more difficult for you to qualify for rental housing in the future.
 - c. You will be responsible for per diem rent, and any additional charges CTC incurs, such as overtime charges, labor callback charges, and other damages if the employees and contractors CTC has hired to recondition your apartment cannot work on the date scheduled and must come back at a later date.
 - d. You are responsible for any court costs and legal fees incurred if CTC brings an action to recover possession of your unit for failure to move or to collect damages due.
 - e. You may be responsible for damages for holding over after the vacate date that are in excess of the amount of your deposit. Damages up to the amount of the deposit will be deducted from any security deposit and a claim may be made against a future patronage refund.
2. To ensure that you receive any deposit and future patronage refund, be sure to write your forwarding address in the space provide above.
3. Pay vacating rent as usual. A hold will be placed on your University records if an outstanding balance remains on your CTC account.
4. Agent may consider personal belongings left in the unit the day after the last day of occupancy to have been abandoned by the Resident. Property left by the Resident will be stored for the period specified by law and then disposed of.

Having read and understood the "INTENT TO VACATE" information, I hereby serve notice to vacate my apartment.

Signature

Date

Signature

Date

****Please complete Exit Survey below***

Exit Survey

Please take a few minutes to answer a short survey

1.What is your reason for leaving CTC?

2.What did you like best about living at CTC?

3.What could have made your time at CTC even better?

Thank you for taking the time to take this survey.