Dear Resident:

In planning our Graduate Family Apartment Housing program for the coming academic year, it is necessary for us to have certain information from all tenants by March 1, 2007. Please submit one of the following forms:

1. **A REQUEST FOR RENEWAL OF ASSIGNMENT**: To renew your contract for one year beginning August 1. All present assignments terminate on July 31, 2007. New contracts will be signed between February 19th and March 1, 2007 for eligible continuing students. Residents reaching their five (5) year limit during the 2007/08 school year will only have a valid contract until their eligibility ends or 5/31/08; whichever date is the earliest. All students submitting these forms are CERTIFYING they will be full time students as of the FIRST DAY of the Fall 07 semester. PLEASE SEE GUIDELINES FOR MINIMUM REGISTRATION TO AVOID BEING CHARGED AT THE INELIGIBLE RATE OF $100.00 PER DAY.

2. **60 DAY ADVANCE WRITTEN NOTICE OF INTENT TO VACATE**: When this form is received, your apartment will be offered to the next student on the waiting list according to the date you indicate as a vacating date. NO CHANGES, EXTENSIONS OR CANCELLATIONS WILL BE MADE AFTER THIS FORM IS RECEIVED.

3. **PROJECTED NOTICE TO VACATE**: Residents not renewing their contracts and vacating by July 31, 2007 must hand in this notice if they are unsure of their exact vacate date at this time. Residents understand a 60-Day Notice to Vacate is required in addition to this form.

Residents completing their academic programs, withdrawing from the university, or otherwise losing eligibility, are required to vacate. Vacating residents, including those who will graduate on Commencement Day, are required to provide the Student Family Housing Office with a 60-Day Notice To Vacate. **MAY GRADUATES MUST VACATE THEIR APARTMENT BY MAY 31, 2007. IF YOU HAVE CHILDREN IN THE PISCATAWAY PUBLIC SCHOOL SYSTEM YOU MAY REMAIN UNTIL JUNE 30, 2007. YOU WILL BE BILLED ADDITIONAL RENT OF $100.00 PER DAY AS A NON-STUDENT IF YOU DO NOT VACATE ON TIME.**

The appropriate form should be returned by March 1, 2007. Renewal of assignments for “eligible” tenants will be in the form of a **mandatory** contract signing. **BOTH STUDENT AND SPOUSE MUST COME TO THE GRADUATE HOUSING OFFICE TOGETHER WITH PICTURE I.D. BETWEEN FEBRUARY 19 AND MARCH 1, 2007.**

If you have any questions concerning the above, please call the Graduate & Family Housing Office at 5-2215.
TO: THE FAMILY HOUSING OFFICE:

60 DAY NOTICE TO OF INTENT TO VACATE

Administrators:

This is to inform the Graduate Housing Office of Rutgers, The State University of N. J. of my intent to vacate:

Apt. #: ________________________________

As of ________________________________

(month) (day) (year)

I understand that my apartment will be rented to another student based on the date given above.

I have received a copy of the MOVE OUT PROCEDURES. I must return all keys and the rent book prior to my leaving and give my forwarding address, by 1:00 p.m. on the date stated above. VACATING DATES ARE THE LAST DAY OF THE MONTH. Failure to vacate on the date given above will result in a charge of $100.00 for each additional day I remain. I also will be responsible for any additional cost to the Housing Office or the new tenant caused by my failure to vacate.

________________________________________
(PRINT NAME)

________________________________________
(signature)

________________________________________
(telephone)

Housing Rep.: __________________________ Date: __________________

________________________________________
(signature)
VACATING PROCEDURES

Moving out and relocating can be a very trying time. The key to moving out is PLANNING IN ADVANCE. Our waiting list for Family Housing extends well over Six months. Because of this, we rent your unit to another graduate family immediately upon receipt of your notice to vacate. It is important for you to understand vacating procedures to avoid confusion and fines. Most importantly, please know that checkout time is by 1:00 p.m. on your last day according to your intent to vacate notice. A $100.00 fee per day is charged for failure to vacate on time. Make sure you make an appointment with us at least four days in advance for an inspection on your last day.

**IT IS THE TENANTS RESPONSIBILITY TO LEAVE THE APARTMENT CLEAN**

To avoid being charged when you leave, be familiar with what we look for:

- Dirty Stove/Oven          $60 minimum  
- Stove Hood               $25  
- Dirty Refrigerator, shower/tub  $25 each  
- Refrigerator not defrosted $25  
- Dirty Floors             $25 per room  
- Dirty sinks, toilet, counter tops, cabinets $15 each  
- Furniture left in apartment $25 per item  
- Trash left in apartment   $15 per bag  
- Any damage to apartment that is not  
  due to normal wear and tear  $35  
- Failure to return all issued keys  $50  
- Furniture/trash left outside dumpster  $100

It is very important that your unit is completely empty when we inspect. Your keys are to be returned to the housing office immediately after your inspection. When keys are received in the housing office, an employee will be dispatched to ensure the apartment is secured, if tenants are still in the apartment after inspection and keys are returned you may be billed for additional days.

PLEASE NOTE: PARKING ON THE GRASS BY MOVING TRUCKS OR CARS IS STRICTLY FORBIDDEN AT ALL TIMES. THE HOUSING OFFICE OR UNIVERSITY POLICE WILL HAND OUT SEVERE FINES.

We wish you the best of luck and ask that you address all of these concerns well in advance. In order for us to have your unit ready for the next family, we must be strict in enforcing our policies. This procedure also applies to WEEKENDS.

Finally, please make sure we have your forwarding address. Don’t forget to tell the Post Office of your new address as well. Good Luck and thank you for staying in Family Housing. We were pleased to serve you.

NOTICE

Since you will be vacating soon, our Foreperson will be conducting a pre-inspection of your apartment. This is necessary so that painting and repair work schedules can be planned. We must determine if the apartment needs paint, carpet, new flooring, etc. Please be aware that this inspection will be done in the next few days. Again, don’t forget to call the Housing Office to set up a time for your final inspection.
APPLICATION FOR RENEWAL OF ASSIGNMENT

STUDENT’S NAME: ___________________________ E-MAIL: ___________________________

APARTMENT #: ___________________________ TELEPHONE #: ___________________________

RUID: ___________________________ SCHOOL/DEPARTMENT: ___________________________

SPOUSE’S NAME: ___________________________ RUID: ___________________________ SCHOOL/DEPARTMENT: ___________________________

NAMES OF CHILDREN  SEX  BIRTH DATE  SCHOOL ATTENDING

OTHER MEMBERS OF THE FAMILY LIVING WITH RESIDENT

NAME  RELATIONSHIP  BIRTHDATE

TENANT CLASSIFICATION

GRADUATE  UNDERGRADUATE  CLASS OF

I hereby apply to renew my occupancy in Family Housing for a period of one year beginning August 1, 2007. (If for a period of less than one year, specify terminal date _________________________.)

I certify that I will be eligible as defined below as of the FIRST DAY of the FALL TERM, and that if I become ineligible at any time during the coming academic year, I will promptly report the fact to the Division of Housing, and vacate my apartment within 30 days.

ELIGIBILITY FOR ASSIGNMENT PURPOSES IS DEFINED AS FOLLOWS:

- Graduate students must be full-time, matriculating as defined by the Graduate Dean’s office.
- EOF must be full-time.
- University policy restricts use of these apartments to full time matriculating students and their spouses and children.
- Eligibility will be CANCELLED if tenant sub-lets apartment or allows anyone other than those registered to be living there, to reside in the apartment, or is found advertising a space in the apartment for rent.
- No lease will be renewed past the five year, per family limit.

Signed: ___________________________  Date: ___________________________
1. Graduate residences are to be occupied only by the student, spouse, and your minor child/children, as stated in the contract. No other person is permitted to live in the residence. Guests are allowed for short visits and must be registered with the Graduate Housing Office. Parents visiting for extended periods of time MAY be allowed to reside in Family Housing with the permission of the Housing Office. An additional rental fee will be due at the rate of $30.00 per month, per person (See Guidelines for On-Campus Housing). Occupants found in the residence who are not registered with housing will be termed “illegal residents”. If you violate this policy, you will be required to vacate your apartment immediately, you will be held responsible for the apartment fee, and you and the illegal tenant will be banned from future on-campus housing.

2. CANCELLATION POLICY
Housing contracts can be cancelled with a 60 DAY WRITTEN NOTICE TO VACATE. Cancellations must be in writing to the Graduate Housing Office. You are responsible for the cost up to your approved vacate date. *Vacate Dates are the last day of the month.*

3. I AM RESPONSIBLE FOR REVIEWING POLICIES IN THE FAMILY RESIDENTS’ GUIDELINES FOR ON-CAMPUS LIVING FOUND ON THE HOUSING WEBSITE:
http://housing.rutgers.edu/ie

4. I understand my housing fees will be on my term bill. All payments are to be made at any Rutgers University Cashier’s office. *No payments will be accepted at the Housing office.*

5. Tenants reaching their five (5) year limit during the 2007/08 school year will have a valid contract until their eligibility ends or 5/31/08, whichever date is the earliest.

Print name_________________________________ Student #____________________

Signature:_______________________________ Date____________________

Spouses’ name:____________________________

Spouses’ signature:__________________________ Date:____________________
I understand that residents completing their academic program, withdrawing from the University, or otherwise losing eligibility, are required to vacate giving 60 days advanced notice. The vacating date for students graduating in MAY is May 31st. If I have children in the Piscataway School System the vacating date is June 30th. If I wish to vacate for any reason I am required to provide Housing with a written 60-Day Notice to Vacate.

**I am not renewing my contract.** I will be vacating prior to August 1, 2007. I will continue to work towards my degree after the end of the 2006/07 school year. I understand a 60-Day Notice to Vacate is required in addition to this notice.

I project that I will vacate my apartment on ____________________

________________________________
PRINT NAME

________________________________
SIGNATURE

________________________________
TELEPHONE

DATE ___________________ APARTMENT# ___________________