



# INTENT-TO-VACATE FORM

In order to properly track students leaving university housing and to ensure administrative continuity (such as for mail forwarding) this form is used so resident status and changes can properly be tracked by the university.

*When signing a Room and Meals contract with the Milwaukee School of Engineering, the student agrees to reside in the residence halls during the full period of the contract which is the Entire Academic Year. The contract may not be broken without prior consent from the professional staff of Residence Life. Follow the steps below to properly follow the process if needing to vacate room/leave the Residence Halls.*

## **STEP 1:** Fill Out the Information Below:

**FULL NAME OF STUDENT REQUESTING TO VACATE (First, Last):**

**STUDENT ID NUMBER:**

**ROOM I AM VACATING:**

BUILDING (circle)			ROOM NUMBER (include letter if applicable)
MLH	REGENTS	VIETS	

**STEP 2:** Meet with your Hall Director at least 48 hours before move-out about the reason you wish to move out and need to break the contract. This may get referred to the Assistant Dean of Residence Life.

**HALL DIRECTOR (Signature):**

<div></div> <div><input type="checkbox"/> <b>APPROVED</b> <input type="checkbox"/> <b>DENIED</b></div>
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**REASON FOR VACATING:** ☐ GRADUATED ☐ STUDY ABROAD ☐ MOVE TO GROHMANN TOWER ☐ MOVE OFF-CAMPUS  
☐ WITHDRAWAL FROM CLASSES ☐ TRANSFER ☐ TERMINATION AS A STUDENT ☐ OTHER:

## **STEP 3:** Fill in **FORWARDING ADDRESS/CONTACT INFORMATION** (Needed to Forward Mail):

<b>STREET:</b>		<b>CITY:</b>
<b>STATE:</b>	<b>ZIP:</b>	<b>COUNTRY</b> (if not the USA):
<b>PHONE:</b>	<b>E-MAIL:</b>	

**STEP 4:** Return Room to Standard Condition (empty and clean; no damage, empty fridge, fridge unplugged if no roommate)

**SIGNATURE OF RESIDENT ASSISTANT**

<div></div> <div><input type="checkbox"/> <b>Room Checked</b></div>
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**DATE:**

**STEP 5:** Sign Final Form confirming you are vacating.

**SIGNATURE OF STUDENT:**

**DATE:**

**STEP 6:** Turn in your Key and this Form to Hall Director for Final Sign-off (Failing to do so can incur full room charges).

**SIGNATURE OF HALL DIRECTOR**

<div></div> <div><input type="checkbox"/> <b>Key Turned In</b></div>
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**DATE:**