

INTENT-TO-VACATE

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. **However, this form may be completed by residents who meet the criteria listed below.**

All residents vacating the residence halls must fill out the form below and return their room key to the front desk of the residence hall they reside in. The Intent-to-Vacate form notifies the Residence Life Office, your resident assistant and your hall director of your intent to vacate the residence halls. It provides the Residence Life Office with a legitimate forwarding address and also guarantees the prompt processing of your room and meal charges.

Turn this form and your room key into the front desk of the residence hall you reside in. If the front desk is closed, you may place your key and this form in the MAIL SLOT OF THE RWJ MAILROOM. Your room must be returned to standard condition at the time of move-out or reimburse MSOE for all costs associated with doing so.

Failure to do the following will result in the following charges:

- Unreturned INTENT-TO-VACATE - \$10.00
- Unreturned key - \$115.00
- Improper check-out - \$50.00

Intent to Vacate							
IMPORTANT..Please follow all the instructions below							
<ol style="list-style-type: none"> 1. Fill in all of the information in Part I, below. 2. Take the form to your floor RA, have them sign and confirm your move-out date and time, and return it to you. 3. Turn this form in to the front desk of the residence hall you reside in AT LEAST 48 hours PRIOR TO YOUR MOVE-OUT. 							
I							
<i>PRINT: Last Name, First Name</i>			<i>Date of Move-Out</i>		<i>Bldg/Room</i>		<i>ID Number</i>
Forwarding Address:	Street			City		ST	Zip
Phone Number:							
II Date:				Time:		Signature:	
<i>I have confirmed this move-out DATE and TIME</i>				<i>RA Signature/Residence Life Staff (if RA not available)</i>			
<u>Reason for Move-out</u>	<input type="checkbox"/> Move Off Campus	<input type="checkbox"/> Grad	<input type="checkbox"/> Withdraw From class	<input type="checkbox"/> Termination as student	<input type="checkbox"/> Transfer	<input type="checkbox"/> Study Abroad	<input type="checkbox"/> Other: _____
Signature:				Date:			