

# 30-Day Notice to Vacate



**Northwest**  
UNIVERSITY

Name: \_\_\_\_\_ ID #: P000 \_\_\_\_\_ Apt #: \_\_\_\_\_

I am (✓ all that apply):  
 TRAD Student       Grad Student       CELE  
 Staff       Faculty

I \_\_\_\_\_ (primary resident name), hereby provide the Northwest University Residence Life and Housing office with notice of my intent to vacate the premises located at \_\_\_\_\_ (apartment/duplex/house number) on \_\_\_\_\_ (date, month, year).

The reason I am vacating is:

\_\_\_\_\_

\_\_\_\_\_

- I understand the housing deposit will be refunded within 2-3 weeks of checking out.
- I understand that a \$100 building maintenance turnaround fee will be charged to my account.
- I understand that my housing contract states that I have agreed to a 30-day written notice to vacate or forfeit my deposit.
- I understand I will need to thoroughly clean my apartment/duplex/house and will be charged for any damages.
- I understand I will need to provide a forwarding address and phone upon check out.\*

\*More information and direction regarding check out procedures will be provided after housing staff receives this notice.

Please email this completed form to housing at [housing@northwestu.edu](mailto:housing@northwestu.edu).

**Resident Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

---

## HC Notes:

- Date received: \_\_\_\_\_
- Turnaround schedule
- Pre-check out letter
- Adjust THD
- Schedule check out appointment