

UCI Graduate and Family Housing Request for Early Agreement Termination Form

Before completing this form, please carefully read **Section 9** of the **Campus Village/Palo Verde/Verano Place Housing Agreement** titled **"HOUSING AGREEMENT TERMINATION"** as referenced in the box below.

STUDENT will be granted a release from this housing agreement in the event of mid-academic year graduation or academic dismissal, provided STUDENT submits to the Campus Village/Palo Verde/Verano Place Housing Office a letter requesting release from the housing agreement along with the appropriate documentation from the UNIVERSITY pertaining to the above mentioned graduation or dismissal. Requests for release from this housing agreement for reasons other than those mentioned above are subject to administrative review, rarely approved and will be considered on a case by case basis. Within seven (7) business days of receipt of said request and documentation, the UNIVERSITY will provide a written response granting or denying STUDENT's request. If the request is granted, a date upon which the housing agreement will terminate will be included in the response. If the request is granted for any reason, STUDENT shall remain liable for the payment of the rent until the UNIVERSITY has assigned the apartment to another STUDENT. This period is not to exceed forty-five (45) days from the housing agreement termination date assigned by the UNIVERSITY. If, for any reason, the apartment is vacated before the specified termination date, the STUDENT shall remain liable for the payment of the rent up until the UNIVERSITY has assigned the apartment to another STUDENT, again, for a period not to exceed forty-five (45) days from the assigned housing agreement termination date. If the STUDENT vacates the apartment for any reason after the specified date of termination, the STUDENT shall be liable for (1) prorated rent until such time as the STUDENT vacates the premises; (2) any actual costs incurred by the UNIVERSITY as a result of the failure to vacate after the specified date of termination, including costs for alternate housing, meals, storage, additional moving costs for incoming STUDENTS, and/or vendor costs for apartment preparation that could not be performed by the staff; and (3) fifty-five dollars (\$55.00) in liquidated damages to cover the UNIVERSITY'S administrative costs resulting from the late move, which costs are agreed upon by STUDENT as they are extremely difficult or impracticable to ascertain.

Name: _____ SID #: _____

Complex: Campus Village Palo Verde Verano Place Apartment Number: _____

UCI Email Address: _____ Current Phone: (____) _____

In the space below, please print or type a description of your reasons for requesting an early lease termination. Attach additional pages as necessary. **Remember to include any supporting documentation as stipulated in Section 9 along with your request.** Failure to do so will result in your request being denied. You will be notified of the decision via email within seven (7) business days.

I certify that the information presented above is accurate and complete and I have attached all relevant documents to support my request. I also understand that if my request results in an approval, I shall remain liable for payment of the housing payment until the UNIVERSITY has assigned the apartment to another STUDENT. This period is not to exceed forty-five (45) days from the housing agreement termination date assigned by the UNIVERSITY.

Student Signature

Date Submitted

FOR OFFICE USE ONLY

Date Notice Received: _____ Received By: _____