

**INTENT TO VACATE**

HOUSING AND RESIDENCE LIFE | 1910 UNIVERSITY DRIVE | BOISE | IDAHO | 83725-1356  
PHONE (208) 447-1002 |

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We (I), \_\_\_\_\_

Of \_\_\_\_\_  
Street Address Apartment #

intend to vacate the premises on \_\_\_\_\_ Date. We (I) understand this is our  
thirty (30) day written notice as required per our lease.

**Reason for moving:** \_\_\_\_\_

I give permission for Boise State University to release information regarding my rental history.

I give permission for Boise State University to release information regarding my rental history on to:  
\_\_\_\_\_

I do not give Boise State University permission to release information regarding my rental history.

**Forwarding Address:**

\_\_\_\_\_  
\_\_\_\_\_

Please be sure to fill out a forwarding address card at check out.

**For your official checkout:**

- ✓ A checkout appointment will be sent to your My.Boisestate email address.
- ✓ All personal belongings must be out and the apartment cleaned by this time.
- ✓ Bring all keys and parking permits to the Apartment Front desk Office at the Village Community Center for your checkout. You will also sign out on the inventory form.
- ✓ If you have a roommate, your roommate must also vacate the apartment by the date listed above.

**Change in Status:**

If there is a conflict or change in our (my) present plans, we (I) will notify the Housing and Residence Life office immediately. This notice can be rescinded only if the apartment has not been guaranteed to someone else by Housing and Residence Life. If rescinding your intent to vacate you must do so in writing.

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Student ID #

\_\_\_\_\_  
Date