Your University Apartments Lease allows you to terminate your lease, and your rent obligation, before the end of the lease period with 90 days notice. In order to be complete and valid, all leaseholders (the primary lease holder, and spouse, domestic partner, or roommate) must sign this form. Your apartment cannot be reassigned until this form, properly completed, is submitted to the University Apartments Office, 611 Eagle Heights. Please print all information clearly.

Apartment ____________________ Number of Bedrooms ____________
Eagle Heights
Harvey Street
University Houses

Resident Name(s) _____________________________________________________________

Phone Number ____________________ Email ____________________________

Termination Reason

_ Leaving the UW-Madison. No longer a student, academic staff member, or faculty.
_ Leaving University Apartments, but still enrolled as a student at UW-Madison.
_ Leaving University Apartments, but still an academic staff member or faculty.

I request termination of my apartment lease effective at 11:59 PM on:

Month __________ Day _______ Year __________

Please check each of the following statements to indicate your agreement.

_ I/we understand that I/we may not remain in my apartment after this date and time.
_ I/we understand that the proper notice date is 90 days from the date this form is received in the University Apartments Office. If the termination date is earlier than the required 90 days notice, I/we authorize the University to rent the apartment as soon after the termination date as is feasible. I/we understand and agree that I/we am/are obliged to pay rent until the apartment is rented to a new resident, or the 90 days notice, whichever comes first.
_ I/we understand that I am not permitted to sublet my apartment.
_ I/we have read the attached Lease Termination Information sheet, which is part of this notice.

Signature of Leaseholder ____________________________ Date __________

Signature of Spouse, Domestic Partner, Roommate ____________________________ Date __________

Please provide your forwarding address, including zip code or country. If this changes, you may update the information by writing it on your Checkout Envelope.

Zip Code ____________________________ New Email address ____________________________
IMPORTANT LEASE TERMINATION INFORMATION

Please read the following information for your University Apartments neighborhood (Harvey Street Apartments, Eagle Heights, University Houses) carefully before selecting a lease termination date and submitting the attached Lease Termination Form.

Eagle Heights and Harvey Street Apartments
You can terminate your lease at any point during the lease year by providing the University Apartments Office a minimum 90 days written notice. 90 days is calculated from the date a completed lease termination form is received by the University Apartments Office. Signatures of both the primary leaseholder and the spouse/domestic partner/roommate are required on the Lease Termination form.

You are required to pay rent for 90 days from the date you submit your lease termination notice, even if you move before the 90 days notice date.

All Neighborhoods
The date you choose to legally terminate your lease is the date by which you must vacate your apartment. We use this date to plan the cleaning and maintenance in your apartment as well as to schedule the new availability date for the apartment.

When deciding on your lease termination date, be sure to allow yourself a few extra days in case of possible moving or travel problems. Lease offers to new residents are made based on the lease termination date you provide. As a result, requests to change or cancel lease terminations may not be granted.

Written confirmation of your lease termination and Move-Out information will be sent to you by the Leasing Coordinator within ten days of receipt of your Lease Termination form. Move-Out information is also available on the Housing website, www.housing.wisc.edu/universityapartments. Please review the information within the Lease Confirmation letter and contact the Leasing Coordinator at 262-2789 if you have any questions or concerns.

If you have any questions about the Termination policy please contact Peggy Lockhart, Leasing Coordinator (262-2789) or Linda Abegglen, Director of Administrative Services and Leasing (262-4925). Email inquiries can be sent to Leasing@housing.wisc.edu