

IMPORTANT LEASE TERMINATION INFORMATION

2009-10 Lease Year

Please read the following information carefully before selecting a lease termination date and submitting the attached Lease Termination Form.

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.

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.

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.

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 in the Resident Handbook and on the Housing website, www.housing.wisc.edu/universityapartments, under "Forms and Reference".

Please review the information within the Lease Confirmation letter and contact the Leasing Coordinator at 262-2789 if you have any questions or concerns.