

## Vacate Notice - Student Housing

Please complete this form and submit it to the Housing Office at [student-housing@med.cornell.edu](mailto:student-housing@med.cornell.edu) at least 30 days prior to your requested vacate date. Please note that this form is designed to be completed electronically using Adobe Acrobat, which can be [downloaded from the ITS website](#).

Please make sure to review the [move-out procedures](#) for your building on the Housing website.

### Applicant Appointment Information

Last Name	<input type="text"/>	First Name	<input type="text"/>		
Primary Phone	<input type="text"/>	Building	<input type="text"/>	Apt #	<input type="text"/>
Weill Cornell Email	<input type="text"/>	Personal Email	<input type="text"/>		

**Vacate Date**  The pro rata table is located at the bottom of [this page](#). Please refer to this table before finalizing your vacate date. Your last month's housing fee will be adjusted accordingly.

### General Reminder

It is expected you will leave your room in the same condition as when you moved in.

- All bagged trash and personal furniture, including mattresses, must be brought to the designated area for your building.
- Do not leave any trash or personal items in the apartment or the hallway.
- Damage fees will be assessed for removing furniture and trash.

### Stahl Residents

The modem and router is provided by WCM and needs to remain in the apartment to which it is assigned. Residents will be charged to replace any equipment that is missing.

### Olin and Lasdon Residents

The full complement of WCM furniture in your room when you checked in must remain in your room when you vacate. Residents will be assessed a damage fee for any missing or damaged furniture.

I plan to fully vacate the unit as noted in my building's Vacate Procedures. I have read and fully complied with the terms of the Weill Cornell Housing License Agreement concerning checkout requirements, payment, and, if applicable, the return of security as filed above.

Signature of Primary Resident  Date