

Division of University Housing, University of Wisconsin – Madison

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## 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.

If you have any questions or concerns about your lease termination date, rent obligation date or the Termination Policy, it is your responsibility to contact the Leasing staff by email at [Leasing@housing.wisc.edu](mailto:Leasing@housing.wisc.edu), or by phone at 262-2789.

- **All residents are required to provide 90 days notice to terminate their lease before the end of their lease term.** The lease year for Eagle Heights and University Houses ends on June 30<sup>th</sup> each year, the lease year for Harvey Street Apartments ends on May 31<sup>st</sup> each year.
- **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.** This is one of the lease terms and conditions you agree to when you lease an apartment in University Apartments.
- **The date you choose to legally terminate your lease is the date by which you must vacate your apartment.** We use this date that you provide to us to plan the cleaning and maintenance in your apartment as well as to schedule the new availability date for the apartment. This is the reason you are expected to leave on the termination date you provide. If your apartment is leased to a new resident and you do not vacate the apartment as indicated, it will affect our ability to provide housing for the incoming resident. Any additional costs to Housing that result from your failure to vacate on the termination date indicated could be charged to you. When deciding on your lease termination date, be sure to allow yourself a few extra days in case of possible moving or travel problems.
- **Having a rent obligation date that goes past your termination date does not permit you to remain in the apartment past the termination date that you provide to us.** If you do not vacate the apartment by the lease termination date that you provide on the lease termination form, you could be liable for damages, including at least twice the rental value of the leased premises, apportioned on a daily basis for the time you remain in the apartment past the lease termination date.
- **ALL requests to change the termination date you submit on your lease termination form, or to cancel a lease termination form must be submitted in writing or emailed to the Leasing staff.**

**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](http://www.housing.wisc.edu/universityapartments).

As the leaseholder, it is your responsibility to review the information within the Lease Confirmation email or letter and to contact the Leasing Coordinator at 262-2789 or at [Leasing@housing.wisc.edu](mailto:Leasing@housing.wisc.edu) if you have any questions or concerns.

