



**Rochester Institute of Technology**  
 Housing Operations  
 63 Lomb Memorial Drive  
 Rochester, New York 14623  
 (585) 475-2572

**RIT Housing 2009–2010**  
**Advance Move-Out Notice**  
 (Early Termination of Housing Contract)

**STUDENT INFORMATION**

Name (PLEASE PRINT) \_\_\_\_\_ Date \_\_\_\_\_

\*RIT Email Address \_\_\_\_\_ University ID# \_\_\_\_\_

\*RIT Housing Operations will communicate with you via your RIT email address. You are responsible for maintaining the email address and checking it consistently.

**Where are you currently living?**

RIT Apartments/UC Suites/ Complex Name \_\_\_\_\_ Apt. No. \_\_\_\_\_  
 Greek Freestanding

Residence Halls Bldg \_\_\_\_\_ Room \_\_\_\_\_ Mailbox No. \_\_\_\_\_

RIT Inn Room No. \_\_\_\_\_

If you plan on returning to RIT and would like to live in on-campus housing, you will need to re-apply online at: <http://myhousing.rit.edu>.  
 It is your responsibility to notify your roommates of your intentions to vacate; therefore, you are encouraged to offer this form to your roommate(s) to sign.

\_\_\_\_\_  
 Roommate Signature Roommate Signature Roommate Signature

**RESIDENT'S RIGHT TO TERMINATE**

Housing contracts are binding for a full academic year (fall, winter, and spring quarters). A resident can terminate his/her housing agreement at the end of an RIT academic quarter **if he/she is not a current freshman** that is bound by the university's residency requirement. The resident must submit an Advance Move-Out Notice to RIT Housing Operations. This notice must be delivered at least one month prior to the last daytime class as designated on the official university calendar, <http://www.rit.edu/~930www/Calendar/>.

The applicable dates for the 2009–2010 academic year follow. **If a student terminates to move to non-RIT housing (including a parent/guardian's house) and is still a registered student, the termination fee will apply.** The termination fee is 50% of the quarterly rent. See the back of this form for the termination fee related to the type of housing you are moving out of. The exception to the application of the termination fee is a student leaving for a registered co-op, marriage, active military duty, study abroad, academic suspension, medical LOA (verified by the Student Behavioral Consultant team), and graduation.

**Fall 2009** Advance Move-Out Notices must be filed by October 9, 2009. Resident will vacate no later than November 22, 2009.  
**Winter 2009** Advance Move-Out Notices must be filed by January 22, 2010. Resident will vacate no later than February 28, 2010.

**REASON FOR LEAVING:**

- Co-op  Graduating  Leave of Absence  
 Withdrawal from RIT  Moving to Non-RIT Housing  Study Abroad

**CHECKING OUT OF HOUSING**

You must follow the proper check-out procedure when vacating housing by completing an Advance Move-Out Notice by the required dates listed above and by returning key(s) in a completed Key Return Envelope to Housing Operations. Failure to check out properly will result in an improper check out fee(s) as follows:

- \$85 Failure to return key(s) on the day of move-out**  
**Failure to move out on your move-out date will result in a \$100 per day charge for each day beyond your move-out date.**

These fees will be placed on your student account. Checking out of housing also includes removal of all personal belongings by the designated date on your Advance Move-Out Notice. Belongings not removed, regardless of value, will be considered abandoned and will be disposed of immediately. Students will be charged for removal costs on their student accounts. To the extent that the responsible resident cannot be determined, all co-residents on contract during the academic year will be charged for removal or storage costs of abandoned items.

RIT Housing Operations will inspect the apartment/room/suite when you move out at the termination of the contract. The condition of the apartment/room/suite, including all furnishings, fixtures, and any damage which is deemed by RIT Housing Operations to have arisen during your occupancy, will be noted in the space provided on RIT's copy of the Move-Out Inspection Form. You will be charged for any damage and excess cleaning costs deemed necessary. You must leave the apartment/room/suite in move-in condition to avoid potential charges. Your specific cleaning responsibilities to return the apartment to move-in condition can be found online at <http://finweb.rit.edu/housing/forms/cleaninginstructions.pdf>.

Please reference Housing Operations 2009–2010 Terms and Conditions for more detailed explanations.

**If you decide not to move out of your current housing assignment, please immediately contact the RIT Housing Operations assignment staff at: [housing@rit.edu](mailto:housing@rit.edu).**

\_\_\_\_\_  
 Signature of Resident Vacating \_\_\_\_\_ Date \_\_\_\_\_

Received By \_\_\_\_\_ Date Notice Received \_\_\_\_\_

Requires RIT Housing Operations staff signature

**ROOM SIZE (req. occupancy)****TERMINATION FEE****RESIDENCE HALLS**

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Double/Triple/Quad Occupancy	\$ 931
Regular Single	1,070
Large Single	1,134
Single w/bathroom	1,173
Double as Single	1,173

**RIT INN**

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Double Occupancy	\$ 931
Double as Single	1,173

**APARTMENTS**

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**Racquet Club**

1 Bedroom (1)	\$ 1,254	(alt. occupancy \$627)
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**Riverknoll**

1 Bedroom (1)	\$ 1,270	(alt. occupancy \$635)
2 Bedroom Townhouse (3)	525	
3 Bedroom Townhouse (4)	436	

**Perkins Green**

1 Bedroom (1)	\$ 1,525	(alt. occupancy \$763)
2 Bedroom (4)	534	

**Colony Manor**

1 Bedroom Upper (1)	\$ 1,419	(alt. occupancy \$710)
1 Bedroom Lower (1)	1,514	(alt. occupancy \$757)
2 Bedroom (4)	434	
2 Bedroom Townhouse (4)	541	
3 Bedroom Townhouse (4)	585	

**University Commons**

\$984

**Greek Apartment**

\$789