



Mount Sinai Real Estate Division

VACATE NOTICE

Employees are required to provide **60 days** advance written notice.

Non-graduating Student agreements may be terminated only on June 30 of each year, with 30 days prior written notice. Unless you are a graduating student, your agreement can be terminated as early as **March 31st**.

There is a limit to the number of move-outs and move-ins that can take place on any given day and requests will be accommodated in the order received. **Move-out dates are subject to approval.** If we are unable to approve your date, we will notify you.

Vacating Procedures and Policies:

1. If you have accounts with Con Edison, telephone companies, internet or cable television service providers, you must notify them of your vacating plans, terminate your accounts and arrange to return their equipment. If Con Edison will be turning off your electricity, please clean your refrigerator and leave the refrigerator door open.
2. To avoid cleaning or damage charges, your apartment must be left in "broom clean" condition. Empty and clean appliances, remove all trash and personal belongings, restore apartment walls, floors and fixtures to standard condition. Mount Sinai is not responsible for personal belongings.
3. Return your keys to the superintendent or doorman including your garage key, if applicable. There will be a \$110 charge for a lock change if you do not return your keys when you vacate. This would be in addition to any extra occupancy fee charges.
4. Inform your movers that your move must take place during the hours of 9:00 am and 5:00 pm.
5. **Any requests to change your vacate date must be submitted in writing 60 days in advance and subject to approval.** Failure to vacate on or before the approved date may result in an additional charge of \$100 per day, in addition to occupancy fee charges.
6. If you are an employee and provide 60 days written notice of your vacating date, and date is approved, your occupancy fee will be prorated through your vacate date. If this is not reflected on your last month's bill, please email housing@mountsinai.org to request an adjusted account balance before paying your final housing fee.
7. If you are currently on **Payroll Deduction** for your housing fee, please complete and submit the **Stop Payroll Deduction** form in addition to your Vacate Notice. You can request this form by emailing housing@mountsinai.org.
8. If you are registered for **Clickpay** online payments, please remember to stop your automatic deductions.

Name (Print): _____ Email Address: _____

Street Address, Apt. #: _____ Telephone #: _____

Position at Mount Sinai: _____ Current Department: _____

Date Vacating _____ **Did Mount Sinai provide furniture?** Yes _____ No _____
Subject to Approval MM/DD/YY

ARE YOU CURRENTLY ON PAYROLL DEDUCTION? YES _____ NO _____
(If yes, please complete the Stop Payroll Deduction Form)

FOR SECURITY DEPOSIT/REFUNDS:

Please provide a forwarding address. This address is for your security deposit refund or any refunds due to you. Refunds will take approximately two weeks to receive after your move out date has been confirmed. You must notify the U.S. Postal Service to forward your mail (<https://www.usa.gov/post-office>). In addition, all occupants should notify their magazines, credit cards, banks, etc. of their change in address to avoid mail delays.

Forwarding Address:

Signature: _____ **Date:** _____

Received by: _____ **Date:** _____
Signature indicates receipt, not approval

Please return this form to the Real Estate Division at 1249 Park Avenue, New York, NY 10029 or email to housing@mountsinai.org. It is your responsibility to verify that it was received by our office.