



Mount Sinai Real Estate Division

VACATE NOTICE

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

Student agreements may be terminated only on June 30th 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 service providers, or cable television, you must notify them of your vacating plans, terminate your accounts, and arrange to return their equipment to them. If Con Edison will be turning off your electricity, please clean your refrigerator and then prop the door open.
2. To avoid cleaning or damage charges, leave your apartment "broom clean", empty and clean your appliances, remove all personal belongings and trash, and restore the apartment walls, floors, and fixtures to standard condition. Mount Sinai is not responsible for your 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 extra rent charges.
4. Inform your movers that the move must begin and finish between 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 are subject to approval.** Any failure to vacate on or before the approved date will result in an additional charge of \$100 per day in addition to occupancy fee charges.
6. **If you are an employee and you provide 60 days written notice of your vacating date and if your date is approved, your rent will be prorated to the approved vacating date. If this is not reflected on your last month's bill, please call us or stop by to request an adjusted account balance before you pay your last month's housing fee.**
7. **If you are currently on payroll deduction for your housing fee, be sure to call or see someone in our billing area in addition to submitting this form. Our telephone number is 212-659-9630.**

Name: _____ Email: _____ Tel: _____

Address _____ APT#: _____ CO-ED _____ MALE _____ FEMALE _____

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
(Please complete the Stop Payroll Deduction Form)

****If you're enrolled in Clickpay please remember to stop your automatic deductions****

FOR SECURITY DEPOSIT OR ANY REFUND

Forwarding Address: This address is for any refund that may be due to you. **Refunds may take six to eight weeks to receive after you vacate. You must notify the US 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 the form to the Real Estate Division at 1249 Park Avenue, New York, NY 10029 or fax it to 212- 831-3093. It is your responsibility to verify that it was received by our office. The 60 day notice period does not begin until this form is received by the Real Estate Office. PLEASE ASK FOR A PHOTOCOPY OF THIS FORM. Thank you, and best wishes.