

# College of Agriculture Residential Move-In/Move-Out Form

## Tenant Information

Name:		
Student ID/Position #:	Phone #:	
Email:		
Permanent address:		
City:	State:	Zip:

## Department Information

Department Name:	Unit:		
Address:			
City:	State:	Zip:	Phone:
Contact Name:		Contact Email:	

## Intended Use of Housing Assignment

Move In Date:	Intended Move Out Date:
Intended Need for Housing:	

## Housing Assignment

Address:		
City:	County:	Zip:
Building Number:	Building Type:	

## Items of Note

- Tenant and all occupants above the age of 18 shall sign a lease in order to occupy a residence.
- Tenant and all occupants above the age of 18 shall initial the appropriate COA Housing Policy in order to occupy a residence.
- Tenant shall be aware of usage and abuse of utilities paid by the University.
- Tenant shall winterize building upon leaving during winter months.
- Tenant shall sign this form in order to occupy a residence and again upon vacating residence and allow inspection of residence for maintenance and security issues.
- Tenant shall be responsible for their own Renter's Insurance.
- Tenant shall return all residential keys, mailbox keys, and gate cards to the COA Facilities Management Business staff upon move out.
- Tenant shall only receive an exemption of tax payment because of requirements based on their JAQ.

## Move In

Signature of Tenant:	Date:
Signature of Unit Manager/Supervisor:	Date:

## Move Out

Signature of Tenant:	Date:
Signature of Unit Manager/Supervisor:	Date:

## Forwarding Address of Tenant

Address:			
City:	State:	Zip:	Phone: