



# HOUSING AND RESIDENCE LIFE

## 2024-2025 UNO HOUSING LEASE CONTRACT CANCELLATION FORM

Please review the terms and conditions of your lease contract:

<http://www.unomaha.edu/student-life/housing-and-residential-life/policies-and-procedures.php>

We understand housing plans sometimes change. Your lease contract with UNO Housing and Residence Life is a **LEGALLY BINDING DOCUMENT**. Below are the options for ending the lease contract prior to its expiration date. Once the form is received, we reserve the right to sell your room, and you will not receive a refund for that space.

### STUDENT INFORMATION:

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

NUID: \_\_\_\_\_

Email: \_\_\_\_\_@unomaha.edu

Cell Phone #: \_\_\_\_\_

Current Building and Room Number: \_\_\_\_\_

Current Assignment (check one):

Maverick Village

Scott Court

Scott Crossing

Scott Hall

Scott Village

University Village

### CANCELLATION OPTIONS (PLEASE INITIAL ONE OPTION):

\_\_\_\_\_ **Lease contract cancellation prior to June 15, 2024** – I will forfeit the \$200 deposit, but I will not be held liable for the lease contract.

\_\_\_\_\_ **Lease contract cancellation June 16, 2024 – July 31, 2024** – I will forfeit the \$200 deposit and pay \$750 to terminate the housing lease contract. Payment will be given to assigned housing facility.

\_\_\_\_\_ **Lease contract cancellation August 1, 2024 – April 30, 2025\*** – I request immediate cancellation of my housing lease contract. I understand that I will forfeit my \$200 deposit, and I will be responsible for 50% of the costs for the time remaining on my lease contract. I understand this amount will be added in one lump sum to my MavLINK account. **\*Date of planned room checkout:** \_\_\_\_\_

\_\_\_\_\_ **Lease contract cancellation May 1, 2025 – July 31, 2025\*** – I will forfeit the \$200 deposit, and I will be responsible for 100% of the costs for the time remaining on my lease contract. **\*Date of planned room checkout:** \_\_\_\_\_

\_\_\_\_\_ **Lease contract cancellation due to acceptable exception\*** – Documentation **MUST** be attached. If a cancellation is an approved exception, forfeiting the \$200 deposit will apply to any situation except graduation, medical withdrawal, and military obligation.

**\*Date of planned room checkout:** \_\_\_\_\_

- Student transferring to another institution because of an academic program being removed from UNO
- Participation in study abroad program (must provide documentation showing part of UNO study aboard trip and provide documentation to housing office 90 days before departure)
- Student is getting married (must provide documentation)
- Student has a child (must provide documentation)
- Student is medically withdrawing (must provide documentation from the Accessibility Services Center. Once medical withdrawal is approved, student must vacate residence hall within 3 days.)
- Student has a military obligation (must provide documentation 90 days in advance)
- Student is graduating (must provide documentation 90 days prior to graduation)

### STATEMENT OF AGREEMENT:

By completing and signing this form, I am stating I have read and understand the information in this form and the housing policies for my facility. I understand my housing lease contract is a legally binding document. I understand and accept the charges associated with my selection on this form. **I understand months of rent are never prorated.**

**Student Name (PRINT):** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent or Guardian Name (PRINT):** \_\_\_\_\_

**Parent or Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

(Required if the student is less than 18 years of age)

This form must be turned in to either clubhouse on the Dodge Campus or the front desk on Scott Campus. This form can also be emailed to [unohousing@unomaha.edu](mailto:unohousing@unomaha.edu). Electronic signatures will **NOT** be accepted. **The cancellation date will be the date the student officially checks out of their room as long as this form has been received by our office. To check out, a student must return the room key to the front desk and complete an electronic checkout form. If a student checks out of their room, and this form has not been received by our office, the student will continue to be charged for their room until this form has been turned in.**

Office Use Only:

Date Received: \_\_\_\_\_ Staff Name: \_\_\_\_\_ Copy of completed form given to student (initial): \_\_\_\_\_