

**ALCORN STATE UNIVERSITY  
NOTICE OF INTENT TO VACATE FACULTY/STAFF HOUSING**

**TO:** Dr. Cornelius Wooten  
Sr. VP for Finance, Administrative Services and Operations/CFO  
Alcorn State University  
1000 ASU Drive, #509  
Lorman, MS 39096

**FROM:** TENANT'S NAME \_\_\_\_\_

ASU ID NUMBER \_\_\_\_\_

RENTAL UNIT NUMBER \_\_\_\_\_

APPROXIMATE DATE OF VACANCY \_\_\_\_\_

\*(This date is an approximation. It is understood the tenant may need more or less time to vacate. The date the unit keys are turned in to Facilities Management Inspector or the Office of the Sr. VP for Finance, Administrative Services and Operations will be used as the official vacancy date).

**TENANT'S NOTIFICATION OF TERMINATION OF LEASE:**

Please accept this as my notice of intent to vacate Faculty/Staff Housing. I understand I must initiate a Housing Inspection Request Form. I must also make arrangements with Facilities Management for inspection of the vacated premises before any payroll deductions will cease and before any return of security deposit will be examined (see Housing Policy: Return of Security Deposit).

Further, I understand that I am responsible for confirming the follow activities are carried out before my departure:

- 1) Ensure the entire housing unit is cleaned, including items within (see **Housing Policy and Inspection Request Form**)
- 2) Verify there is no unpaid or delinquent rent
- 3) Print and Sign the Inspection Request Form. Be sure to include your forwarding address
- 4) Arrange inspection of the vacated unit with Facilities Management
- 5) Submit form to the Facilities Management Inspector
- 6) Return all keys to the Facilities Management Inspector or to the Office of the Sr. VP for Finance, Administrative Services and Operations
- 7) Remember to contact Southwest Mississippi EPA to have the power supply disconnected (*EXCEPT residents of new faculty/staff housing townhouse/apartment complex.*)

Tenant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_