

INSPECTION

After housing unit is vacated, the Associate Director or his designee will inspect the unit and a refund of deposit will be made if the property is vacated in good condition (normal wear excluded). Should additional cleaning or repair be required, the deposit will be used to cover cost and a refund of the unused balance will be made. If the cost is more, the tenant will be billed for remainder.

**MISSISSIPPI AGRICULTURAL AND FORESTRY EXPERIMENT STATION
HOUSING INTENT TO VACATE FORM**

Date _____ Name _____ MSU ID _____

Mailing Address _____

Department/Station _____ Unit Location _____ MAFES Building #: _____

Please accept this as my notice of intent to vacate this unit as of (date) _____.

Note: Occupancy beyond this date will be considered "unauthorized occupancy" and will be billed to the tenant at a rate equal to twice the monthly rate.

New mailing address for billing and refunding is:

Name _____

Address _____

City _____ State _____ Zip Code _____

Tenant

Date

APPROVED: _____
R&E Center /Department Head

Date

APPROVED: _____
Associate Director

Date

Original to R&E Center /department head

Initials _____