

MOVING NOTIFICATION FORM

DIRECTION TO HOST FAMILY: You must give a minimum of 30 days' written notice to your student before moving out.

Example: If the host family would like the student to move out on December 1, the host family must provide the student with at least 30 days' written notice on or before November 1. If the host family requests the student to move out without providing proper written notice, the student may not be responsible for any remaining rent beyond the notice period. Any deductions from the student's \$500 security deposit must be supported by valid reasons such as unpaid rent, damages, or cleaning fees.

Complete and return this form to housingcoordinator@smccd.edu immediately after giving notice to your host.

FOR HOST FAMILY

Host's Name (please print): _____

Host's email address: _____

Please be advised that the student will need to move out from my home on _____
Date

Room/space is no longer available Changes in family circumstances No longer interested

Host's Signature: _____ Date: _____

Refund by: Check Cash Wire Transfer

FOR STUDENT

I will thoroughly clean my bedroom and bathroom and remove all my belongings before my departure. Failure to do so may result in cleaning charges taken out of my security deposit.

Student's Name (please print): _____

I confirm that I have received notice on _____ that the host family is requesting that I move
Date
out of the home on _____
Date

Student's Signature: _____ Date: _____

Student's G-Number: _____

After a student moves out, the host family has 30 days to either return the deposit, or give a written statement of why all or part of the money is being kept. If any funds are used for cleaning or repairs, the host family will provide the student with **receipts** showing the cost of services or repairs performed. The host must contact the homestay coordinator regarding the student's departure if less than 30 days' written notice was given. The host and student should inspect the bedroom and bathroom **together** on the move-out date to ensure everything has been thoroughly cleaned and all the student's belongings have been removed from the home.