

MOVING NOTIFICATION FORM

DIRECTIONS TO STUDENT: You must give a minimum of 30 days' written notice to your host family before moving out.

Example: If a student wants to leave the homestay on December 1, then they must tell the family on or before November 1 that they intend to move out in 30 days. If the student chooses to move out of their homestay early and does not provide the host family with 30 days' written notice, the student may risk losing some or all of their \$500 security deposit, if the funds are needed to pay any rent left owing.

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

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): _____

Student's email address: _____

Please be advised that I intend to move out from my Homestay on _____
Date

I am: moving to an apartment/house requesting another host family returning home

Student's Signature: _____ Date: _____

Student's G-Number: _____

FOR HOST FAMILY

Host's Name (please print): _____

I confirm that I have received notice on _____ that the above-noted student intends to move
Date
out of my home on _____
Date

Host's Signature: _____ Date: _____

Refund by: Check Cash Wire Transfer

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.