

# Departure Notification Form

**PLEASE NOTE: All residents are required to fill out this form.** If you are leaving before your originally-confirmed departure date, you must give written notice to the 92Y Residence Office at least **30 days in advance** of leaving.

<b>Name:</b>	<b>Room #:</b>	<b>Today's Date:</b>
<b>Email:</b>	<b>Phone #:</b>	

**When will you leave your room at 92Y Residence?**

<b>Date:</b>	<b>Day of Week:</b>	<b>Signature:</b>
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**For your departure:**

- Please leave your key and ID with the Residence Office before you leave. If we are closed, you may leave them with our Security Staff on the first floor.
- Check-out is at 12:00 PM unless you have made prior arrangements with our Office.

**Reason for departure:**

- |   |  |
|---|--|
| <input type="checkbox"/> Internship is completed      | <input type="checkbox"/> Moving to other Residence |
| <input type="checkbox"/> School semester is completed | <input type="checkbox"/> Returning home            |
| <input type="checkbox"/> Moving to an apartment       | <input type="checkbox"/> Returning to school       |

**Do you have any comments or suggestions?**

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***For any questions, or if you are interested in returning, please email***

***[92yresidence@92y.org](mailto:92yresidence@92y.org) or call 212-415-5660***

**For office use only:**

Original Departure:	Date Received:	Rent Due:
Date security paid:	Security deposit Paid:	
Doc Number:	Security Refunded:	