

TERMINATION GUIDE

TERMINATION APPLICATIONS MUST BE RECEIVED BY
MARCH 30TH AT 11:59 P.M.

WHO SHOULD COMPLETE A TERMINATION AGREEMENT?

- On Monday January 8th any current resident that does not want to continue to live on campus can complete a termination application. Current housing agreements terminate for Barringer & Orlowitz on June 30, 2018. Housing Agreements for Martin terminate on May 31, 2018. Failure to complete a termination agreement by March 30th may result in a loss of security deposit.
- Any resident that participated in the transfer housing selection process the week of April 9th and did not select to live on campus must complete a termination agreement by Friday April 13th.
- Any resident requesting a lease extension in Barringer or Orlowitz from July 1st – August 4th.

WHO INSPECTS MY ROOM AFTER I LEAVE?

Residents are responsible for the condition of their room through the official termination date. Please be sure that the unit is left orderly and clean. All belongings must be removed from the space by the termination date. The return of the deposit is dependent upon the total condition of the room. All residents in an apartment are responsible for the condition of the apartment until the last roommate moves out. Charges for removal of trash and/or unwanted belongings may be assessed. Damages and/or cleaning charges will be assessed against the security deposit. If the security deposit is insufficient a separate bill will be generated. Charges will be equally assessed among residents in roommate situations. Inspections are done by a PMC representative or Housing staff member.

WHAT ABOUT MY ROOMMATE?

Tell your roommate your plan to terminate. If your roommate plans to stay in the shared space (i.e. Martin double room, two or three bedroom apt), they must find a new roommate. If both roommates are terminating, both residents must complete their own termination agreements. Graduating roommates in the apartments can select different termination dates (5/15, 5/31, 6/15). Apartment residents; the final electric bill will be divided equally among all roommates and deducted from all security deposits. If roommates terminate on different dates, the final electric bill will be accessed after the last roommate moves out.

WHAT IF I CHANGE MY MIND?

- Residents who electronically signed the 18-19 housing agreement cannot withdraw their 18-19 application and complete a termination application.
- Residents that completed a termination application can withdraw their termination application and submit an 18-19 application to renew or transfer.
- Residents who complete a transfer application and want to renew must contact university.housing@jefferson.edu.

WHERE DO I COMPLETE THE TERMINATION APPLICATION?

<https://jefferson.starrezhousing.com/>

HELP!

Still have questions? Have a specific issue? Please email university.housing@jefferson.edu or visit the Office of Housing & Residence Life (Orlowitz 103).

WHEN DO I MOVE OUT?

Residents will move out on June 30th (Barringer & Orlovitz) or May 31st (Martin). All keys must be returned in person to the front desk on or before the move out date.

Early termination is granted to graduating residents. Graduating residents can move-out earlier than June 30th on their choice of date: May 15th, May 31st, June 15th. Graduation will be confirmed with the Registrar's Office.

Residents that are not graduating and would like to terminate earlier than June 30th must do so in writing, in addition to completing the Termination Application. Please email university.housing@jefferson.edu [subject line: Early Termination request]. Please include the date you would like to terminate (options: May 15th, May 31st, June 15th). Two and three bedroom units that wish to terminate early must have all roommates apply; the entire unit must terminate early to be eligible. Early terminations will be granted on a first come, first serve basis. Early termination requests are approved by the Director of Housing and PMC Property Group.

Termination date – once the termination date is selected in the application it cannot be changed beyond the March 30th deadline. The unit will be offered to new and transferring students based on the information collected. If you have a concern regarding the date selected please contact university.housing@jefferson.edu as soon as possible.

HOW DO I GET MY SECURITY DEPOSIT BACK?

Security deposits will be refunded if the following conditions are met:

1. Satisfactory inspection of vacated premises is filed by a Housing staff member or PMC representative.
2. All keys are returned on or before the official termination date.
3. There is a zero rental balance year to date.
4. The termination application was submitted prior to the March 30th deadline.

Security deposits are typically refunded approximately six to eight weeks after the termination date. Residents with roommates will receive the deposit six to eight weeks from when the last roommate terminates. Please include in the address you wish your deposit be mailed to in the termination application. Do not provide your current address. Apartment residents, the final electric bill will be deducted from the security deposit.

HOW DO I STAY IN MY APARTMENT A LITTLE LONGER?

Apartment residents that wish to remain between July 1st and August 4th should submit a letter of request to university.housing@jefferson.edu [subject line: Lease Extension]. Lease extensions will only be offered to residents in a one bedroom or two bedroom apartment in which both roommates are staying. Lease extensions are granted on a first come, first serve basis. Lease extensions will be subject to the rate increase on July 1st. Lease extension requests are approved by the Director of Housing and PMC Property Group.