

## 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](mailto:housingcoordinator@smccd.edu) immediately after giving notice to your host.

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### 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: \_\_\_\_\_

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### 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

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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.