



FORM G311

NOTICE TO VACATE

To ensure that correct rental deductions can be made, tenants who will be vacating their residence are requested to complete and return this form to the Housing Department as soon as possible and **no later than May 30th**.

PLEASE FAX FORM TO: (780) 624-5914

OR EMAIL TO Cheryl.Osmond@nsd61.ca.

SECTION 1: TO BE COMPLETED BY TENANT(S) WHO ARE VACATING

NAME: _____

RESIDENCE #: _____

COMMUNITY: _____

I, _____ intend to vacate my **PRESENT** residence on
_____, 20_____.

☐ I will not be returning to the Division.☐ I will be only vacating for the summer months and **will continue** with the monthly rental deductions.**SECTION 2: IF YOU ARE NOT RETURNING**

Please include the address to
which the damage deposit is
to be returned to:

Email Address: _____

Telephone Number: _____

() _____

If you are vacating your residence, you must remove all your belongings and complete the Accommodation Inspection Report with the Housing Coordinator or designate. Please contact the Housing Department for an appointment.

Note: If the Housing Department does not receive the Notice to Vacate it will be assumed that the tenant is remaining in the residence and normal rental deductions will be made during July and August. **If a tenant vacates their unit without continuing to pay rent, we cannot guarantee placement in the same residence should they return.**

Tenant Signature_____
Date_____
Principal Signature_____
Date**SECTION 3: HOUSING DEPARTMENT – DIVISIONAL OFFICE USE ONLY**☐ Return Damage Deposit☐ Retain Damage Deposit_____
Housing Coordinator (or designate)_____
Date