

MOVE-OUT NOTIFICATION FORM

DIRECTIONS: 1 quarter/session is a minimum commitment period for the host and the student. You are required to give each other a minimum of 30 days' notice when a student needs to vacate his/her room after the period. Once the notice is given, please complete and submit this form to Olympic College Homestay Program Coordinator within three (3) working days. Then the Coordinator will calculate the prorated homestay fee for the last month.

If you have any questions, please call 360-475-7562 or email hlyle@olympic.edu.

STUDENT/HOST FAMILY INFORMATION

Student's name (*please print*): _____

Student's email address: _____

Host family name (*please print*): _____

Host Family email address: _____

- Date of notice: ____/____/____
Month Day Year

(If verbal notice was given first with the move out date, please write the date).

- 30th day from the date of notice: ____/____/____
Month Day Year

Move-out date: ____/____/____
Month Day Year

☐ It is on or after the 30th day

☐ It is before the 30th day

*Student still owes the homestay fee until the 30th day.

- The student paid the last homestay fee, \$_____ on ____/____/____.
Date

Student's signature: _____

Host family signature: _____

Stipend refund or due to ☐ Student \$_____ to ☐ Host Family \$_____

*Security/damage deposit: \$100 is to be refunded to the student up to 30 days after leaving the host's home if: (a) there are no unpaid bills or damages and (b) a 30-day notice was given before moving out. If the notice was not given by the student in a timely manner, the student will still owe the homestay fee to cover until the 30th day from the date of notice. The deposit may be used to cover the fee if there are no unpaid bills or damages.

Office Use Only

Stipend refund or due to ☐ Student \$_____ to ☐ Host Family \$_____

Move Out Checklist

DIRECTIONS TO STUDENT & HOST: Please use this checklist to communicate and prepare for the student to move out from your home. This checklist is to assist you for appropriate moving

S H W

☐ ☐ ☐

S: Student H: Host W: Waived

Please check upon completion of each item. If any items are waived, please check “waived”.

PREPARING TO MOVE OUT

S H W

- ☐ ☐ ☐ Move-Out Date confirmed by both parties.
 - ☐ ☐ ☐ Move-Out Form Signed & Submitted to the Homestay Coordinator
 - ☐ ☐ ☐ Pre-Cleaning Completed
 - ☐ ☐ ☐ Pre-Inspection Completed (if needed)
 - ☐ ☐ ☐ Any unwanted/donation items removed from the room/house
 - ☐ ☐ ☐ Discussed what the student needs to complete before moving out: Items discussed are..
-
- ☐ ☐ ☐ Paid off any balance for _____
 - ☐ ☐ ☐ Discussed about the deposit (\$100) (when and how to be refunded, or why it won't be refunded) Condition: _____
 - ☐ ☐ ☐ Discussed about any damages found _____
 - ☐ ☐ ☐ Set up mail forwarding on USPS website at <https://www.usps.com/manage/forward.htm>
 - ☐ ☐ ☐ Updated the student's new address with bank

MOVE OUT DAY

- ☐ ☐ ☐ Trash removed from the room & in the outside trash bin
- ☐ ☐ ☐ Washed linens (sheets, pillow case, towels)
- ☐ ☐ ☐ Vacuumed
- ☐ ☐ ☐ Bathroom cleaned
- ☐ ☐ ☐ Final cleaning on the move out day
- ☐ ☐ ☐ Final inspection on the move out day
- ☐ ☐ ☐ Returned the house key