**Intention to Leave Form**

If you are a postgraduate student and wish to leave your residence you should complete this form and return it to the Graduate Accommodation Office. When you find a suitable replacement full time postgraduate student to take over your room you should enter their details below and return to Graduate Accommodation Office and seek approval and further instructions regarding your surrender of tenancy.

|  |  |
| --- | --- |
| **Surname** |  |
| **Forename** |  |
| **Student number** |  |
| **Telephone/mobile** |  |
| **Email** |  |
| **Accommodation site and**  **Flat/room number** |  |
| **Type of room/flat** |  |
| **Reason for leaving** |  |
| **Preferred leaving date dd/mm/yr \*** |  |
| \*If this is date is approximate, please indicate this. Please note that the Graduate Accommodation Office will only be able to proceed to offer your room/flat to a replacement tenant once you have confirmed you can vacate by this date.  **Replacement Student details** | |
| **Surname** |  |
| **Forename** |  |
| **Student number** |  |
| **Email address** |  |

By returning this form you are confirming that you have read the surrender policy at:

[Surrendering a tenancy | Graduate Accommodation (ox.ac.uk)](https://gradaccommodation.admin.ox.ac.uk/surrendering-a-tenancy)