Letter of Authorization and Undertaking Early Termination Request
Academic Year 2018-2019

The official housing check-out date is stipulated in the Letter of Authorization and Undertaking, and rooms/apartments should be vacated by this date.

Residents studying at the Hebrew University who wish to move out earlier shall follow these regulations – these regulations are valid from 14/10/2018 – the first day of the next academic year. Before that date you may apply the Rent Committee by the form attached below.

Part 1. Vacating by May 1

a) The tenant will notify the Student Housing Services of his intention to move out early, specifying his requested vacate date online at the Student Housing website: https://dorms.huji.ac.il/NewMainPage.aspx

b) The tenant must notify the Student Housing Services of his intention to move out at least one month prior to the specified vacate date.

c) In any case of early departure, the tenant will be charged for one week of rent following the vacate date (note that the tenant will continue to be charged monthly rent until he has completely removed his belongings from the room/apartment and has returned the room/apartment keys).

d) Should the tenant notify the Housing Office that he wishes to move out less than one month in advance, he will be charged rent for one month + one additional week.

e) The vacate date specified by the tenant on the form is obligatory and final.

f) A tenant who wishes to rescind his early check-out request and return to the original agreement in the Letter of Authorization must apply in writing to his Student Housing Coordinator at least 14 days prior to the specified vacate date.

The University reserves the right to deny this request due to its own considerations, including the case in which the room has already been promised to a new tenant.

g) Tenants who due to special circumstances believe they deserve further consideration may contact the Rent Committee via the following form below.

Part 2. Vacating from May 2

- Vacating student housing on May 2 or later will not cancel the tenant’s obligation to pay all rent due until the check-out date stipulated in the Letter of Authorization and Undertaking.

- All early check-out requests dated after May 2 require the agreement of the Rent Committee.

Tenants may send a special application to the Rent Committee according to the instructions at the Internet website:
• It is important to attach any documentation that may support this request.

• It is highly recommended that the tenant submit this request as soon as possible before the requested check-out date.

**Appeals**

• Tenants may submit an appeal to the Director of the Student Housing Services at: adriank@savion.huji.ac.il

• Tenants who are Hebrew University students may make an additional appeal to the Dean of Students at: mayasc@savion.huji.ac.il

• It is highly recommended to attach all relevant information and documentation to the appeal, especially anything that was not presented in any prior appeals.

• An appeal must be filed no later than one month following the check-out date stipulated in the relevant Letter of Authorization and Undertaking.

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**Application to the Rent Committee for Early Departure**

Last name: _______________________

First name: _______________________

ID \ Student number: ________________ Cell phone: _______________________

Additional phone: __________________ Email: _____________________________

Academic institution: __________________ Discipline 1: _______________________

Discipline 2: ______________________ Academic year: _______________________

Housing Complex: __________________ Year of residency: _____ Preferred check-out check-out date: __________________

Reason for request: [ ] academic [ ] medical [ ] other

Description of request:

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Requests without appropriate approvals will not be handled.

The final decision will be sent by email to the tenant.

Please send this request by fax to: 02-5882992 or scan and email to: shiranbat@savion.huji.ac.il

Signature: ____________________________         Date: ______________