



January 16, 2013

«firstname» «Lastname»
«len» #«externalnumber»
Arlington, TX «location_Postcode»

Subject: Notice of Property Removal – Forest Glen Apartments

Dear «firstname»,

This is to inform you that the University will be removing Forest Glen Apartments during the summer of 2013 in accordance with the Campus Master Plan. **Residents of Forest Glen will be required to relocate to alternate housing prior to May 31, 2013.**

Under the circumstances, we will attempt to offer alternate university-owned housing to current residents; however, we cannot guarantee your relocation to comparable housing. We are hopeful that providing significant notice of this situation will assist you in a successful relocation.

As the leaseholder, you should be aware of the following information.

If you are interested in moving to alternate university-owned housing prior to May 31, 2013, the following conditions will apply:

- 1) Leaseholder's rent must be current as of February 15, 2013 and remain current during the remainder of your stay at Forest Glen.
- 2) Leaseholder must maintain enrollment in at least six credit hours at UT Arlington during the Spring 2013 and Fall 2013 semesters.
- 3) Leaseholder must complete the attached Resident Relocation Request and return it to the Housing Office by February 15, 2013.
- 4) Leaseholders who have completed the requirements noted above will be given priority wait list status for their requested relocation community.
- 5) Priority of assignment to alternate housing shall be assigned by random drawing for all relocation requests that are received at the Housing Office by February 15, 2013.
- 6) Leaseholders who request to relocate will be given priority for university-owned apartments that are unassigned and available for occupancy between February 15, 2013 and May 31, 2013.
- 7) Leaseholders who request to relocate will be given priority over existing and future wait list applicants.
- 8) Leaseholders can only request one community to which they would like to relocate. In the event a leaseholder desires to change the requested relocation community at a later date, wait list priority shall be established based on the date of the requested change.
- 9) Leaseholders in one-bedroom apartments may only apply for another one-bedroom apartment. Similarly, leaseholders in two-bedroom apartments may only apply for another two-bedroom apartment.
- 10) When the University receives a notice to vacate for a requested apartment, the leaseholder will be contacted promptly regarding the future vacancy. In most cases, The University is provided a sixty-day notice by vacating residents.



- 11) Only one alternate housing offer will be made, so leaseholders are encouraged to accept the offer at the time it is made. Leaseholders who refuse an offer for alternate housing will be removed from the waitlist and will be given no further special consideration.
- 12) If the offer of alternate housing is accepted, the leaseholder must execute a new lease agreement for the new location and move into the alternate housing within seven days of the apartment being made ready for occupancy.

Please share this letter with any additional occupant(s) listed on your lease. Additional occupants should be particularly mindful of the following information.

Additional occupants who are listed on an existing lease and who are interested in relocating to other university-owned properties should go to the University Housing website immediately (www.uta.edu/housing) and apply as a new applicant. Additional occupants will not be given priority status in the relocation process and shall be considered as regular applicants.

In closing, I am pleased we have been able to provide you a temporary home at UT Arlington. Please let me know if I can offer any additional assistance. Your cooperation and understanding are appreciated.

Best regards,

Eric Leidlein

Eric Leidlein
Executive Director of Auxiliary Services



RESIDENT RELOCATION REQUEST

Please Type or Print

Lessee's Name: «**firstname**» «**Lastname**»

Current Address: «len» #«externalnumber»
Arlington, TX 76013

Student ID#: 1000 _____

Home Phone:(_____) _____ - _____ Cell Phone:(_____) _____ - _____

Email Address: _____

Earliest Acceptable Move In Date (Must be before May 31, 2013): _____

Latest Acceptable Move In Date (Must be before May 31, 2013): _____

Do you need a special accommodation for a disability? ___ No ___ Yes (Please attach a letter describing your disability accommodation needs.)

APARTMENT PREFERENCE INFORMATION

Current Room Type: «**roomtype** **Description**»

<ul style="list-style-type: none"> ✓ Leaseholders are only eligible to request relocation to an apartment type equal to where they currently reside (i.e. if currently in a 1 bedroom, only eligible to request a 1 bedroom in another community) ✓ Leaseholders can only request one community to which they would like to relocate ✓ To review rates and amenities, please visit our website at www.uta.edu/housing. ✓ We cannot guarantee your relocation to comparable housing. ✓ Other conditions apply and are noted in the notice to leaseholders dated January 16, 2013. 	Selection	APARTMENT NAME <i>(Leaseholder can only select one community from the list below.)</i>
		Arbor Oaks, Meadow Run, Timber Brook
		Autumn Hollow
		Center Point
		Cooper Chase
		Cottonwood Ridge North
		Cottonwood Ridge South
		Creek Bend
		Garden Club
		The Heights on Pecan
		The Lofts at College Park
		Maple Square
		Oak Landing
		Pecan Place
	University Village	
	West Crossing	
	Woodland Springs	



UNIVERSITY OF
TEXAS
ARLINGTON

UNIVERSITY
HOUSING

 facebook.com/UTA.liveitup

 [@liveitupUTA](https://twitter.com/liveitupUTA)

 uta.edu/housing

Return Relocation Request Form by February 15, 2013 to:

**The University of Texas at Arlington
Housing Office
Box 19349
Arlington, TX 76019**

Policies and Rates are subject to change without prior notification.