



## Furniture Accommodation Request

### Part I: General Agreement

Date: \_\_\_\_\_

Building/Apartment: \_\_\_\_\_

I/We, the **incoming** residents, \_\_\_\_\_

agree and understand that:

- This agreement will prevent renovations and repairs beyond what is deemed necessary by Campus Apartments
- This agreement will impede Campus Apartments' ability to perform standard cleaning services. While Campus Apartments will make every effort to provide a cleaned unit, the condition of the unit upon move-in will depend largely on the efforts of the outgoing residents.
- When this agreement is executed, we accept responsibility for the furniture left behind by the previous resident. Campus Apartments will not be held responsible or liable for any furniture and/or personal belongings if/when repairs are made to the apartment.
- **This addendum does not give permission for us to occupy the above mentioned unit prior to 12:00 noon on our lease start date.**
- This form is a request, and that it is subject to approval by Campus Apartments. Submission of this form does not guarantee approval for items to be left behind.

I/We, the **vacating** residents, \_\_\_\_\_

agree and understand that:

- **This agreement allows us to leave behind only the specific articles of furniture listed on this fully executed document. Anything left in the house after 12:00 noon on the lease end date, unless specifically approved to remain via this document, will be considered trash. Fees will be charged for trash removal in accordance with the Resident Handbook.**
- **This agreement does not allow for us to stay in the unit after our lease end date and that we must vacate the unit by 12:00 noon on our lease end date.** We agree if the unit is not vacated by 12:00 noon on the lease end date, fees will be applied according to our lease agreement. The unit is not considered vacated if personal belongings or articles of furniture (excluding those articles specifically approved via this document) remain in the house.
- **This agreement will impede Campus Apartments' ability to perform standard cleaning, and as a result, we may be asked to perform additional cleaning prior to our move-out. We agree to leave any furnished spaces in a move-in ready condition with furniture collected in the center of the room.**



## **Part II: Guidelines for Accommodating Furniture**

- Campus Apartments will not approve any items remaining in basements, bathrooms, kitchens, or backyards. Any items that future residents wish to retain in these areas must be boxed and moved to a common space or bedroom.
- Any furniture approved in this agreement **must be moved to the center of the room, away from or off of walls**, to allow for painting and cleaning.
  - Any furniture not moved to the center of the room upon the current residents' move-out may be moved by a Campus Apartments team member or contractor. Campus Apartments is not liable for any damage to these items, and the current residents agree to be charged for any furniture that needs to be moved.
- All small items should be boxed. Trash bags, personal items, and food will automatically be denied.
- Signatures must be wet-signed or electronically verifiable. We are unable to accept typed signatures.

## **Part III: Furniture Inventory**

**Please use Part III of this form to provide us with details of what you would like left in the house between leases. We will use this information while reviewing your furniture accommodation request.**

**Please ensure that you have included every bedroom. If you have more than 5 bedrooms, please print additional copies of page 4.**

Note: We are not able to perform repairs in rooms filled with furniture. If repairs are required in a room you have requested a furniture accommodation for, this request may not be approved. In the event that we cannot approve your request, we will contact you to discuss options that we can approve.

### **GENERAL INFORMATION**

ADDRESS: \_\_\_\_\_

CURRENT LEASE END DATE: \_\_\_\_\_

NEW LEASE START DATE: \_\_\_\_\_



COMMON SPACES (LIVING ROOM AND KITCHEN)

THIS SPACE WILL BE FULLY VACATED

WE WOULD LIKE FURNITURE (LISTED HERE) TO REMAIN IN THIS SPACE:

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\*To be completed by Campus Apartments Rep\*

Notes: \_\_\_\_\_

Approved:     Yes     No

BEDROOM \_\_\_\_\_

THIS SPACE WILL BE FULLY VACATED

WE WOULD LIKE FURNITURE (LISTED HERE) TO REMAIN IN THIS SPACE:

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\*To be completed by Campus Apartments Rep\*

Notes: \_\_\_\_\_

Approved:     Yes     No



BEDROOM \_\_\_\_\_

THIS SPACE WILL BE FULLY VACATED

WE WOULD LIKE FURNITURE (LISTED HERE) TO REMAIN IN THIS SPACE:

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\*To be completed by Campus Apartments Rep\*

Notes: \_\_\_\_\_

Approved:     Yes     No

BEDROOM \_\_\_\_\_

THIS SPACE WILL BE FULLY VACATED

WE WOULD LIKE FURNITURE (LISTED HERE) TO REMAIN IN THIS SPACE:

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\*To be completed by Campus Apartments Rep\*

Notes: \_\_\_\_\_

Approved:     Yes     No



BEDROOM \_\_\_\_\_

THIS SPACE WILL BE FULLY VACATED

WE WOULD LIKE FURNITURE (LISTED HERE) TO REMAIN IN THIS SPACE:

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\*To be completed by Campus Apartments Rep\*

Notes: \_\_\_\_\_

Approved:     Yes     No

GENERAL COMMENTS/AMENDMENTS

(to be filled out by CA Maintenance)

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Resident Initial \_\_\_\_\_

CA Initial \_\_\_\_\_



**Part IV: Signatures**

\_\_\_\_\_  
Vacating Resident Signature/Date

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Incoming Resident Signature/Date

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Incoming Resident Signature/Date

Address: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

This form may be submitted in person to the office at 4043 Walnut Street,  
or via email to [caphila.leasing@campusapts.com](mailto:caphila.leasing@campusapts.com).

For apartments and houses with 4 or more bedrooms, forms are due no later than **Wednesday, April 1<sup>st</sup>, 2026.**

For apartments with 3 or fewer bedrooms, please submit this form at least **30 days prior to the end of your lease.**

**This request will not be reviewed unless signed by every vacating and incoming resident.**  
If not signed by an authorized agent of Campus Apartments, this agreement shall be considered null and void.

Auth. Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_