LEASE EXTENSION REQUEST FORM

Family & Graduate Housing Leaseholders may request an extension of their lease after the established Lease End Date (July 31st at 12pm Noon) if they are enrolled in Summer Term II classes. This extension would allow a Leaseholder to reside in their Family & Graduate Housing apartment until the last day of exams for Summer School, Term II. Lease Extension Requests submitted prior to May 1st will be given priority consideration. To qualify for a lease extension, the leaseholder must be enrolled in Summer Term II classes or teaching a Summer Term II course. Leaseholders who are granted a lease extension will be billed a nightly rental rate beginning July 31st.

If approved, the leaseholder will receive an email confirming that their lease extension request has been approved. When submitting this form, Leaseholder must attach a copy of their Summer Term II course registration.

Name: ___________________________________ University ID Number: __________________

Current Apartment Address: ________________________________

I am requesting that my lease be extended to (date): _____________________ (date cannot be later than 8/6/16)

Reason Extension is requested: __________________________________________________________

leaseholder Signature: __________________________ Date: __________________

The remaining bottom half of this form must be completed by the appropriate Academic Department.

The above referenced apartment resident is:

_____ Enrolled for Summer Term II classes

_____ Teaching a Summer Term II course

VERIFIED BY:

Departmental Signature: ____________________________ Print Name: ________________________

Title: ____________________________ Date: __________________________

Department Phone/E-mail Address

Office use only:
Rec’d by: __________ Date: __________