



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 their lease extension approval. 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 a lease extension to (date): _____ (date cannot be later than 8/9/2020 at 5:00 p.m.)

Reason for extension request: _____

Leaseholder Signature

Date

Resident's Academic Department Must Complete the Bottom Portion of this Form

The above referenced apartment resident is:

_____ Enrolled as a student for Summer Term II classes

_____ Employed as an instructor for a Summer Term II course(s)

VERIFIED BY:

Departmental Signature

Print Name

Title

Date

Department Phone

E-mail Address

Office use only:
Rec'd by: _____
Date: _____