**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 ______________________________

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*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: ___________________________