

Please read carefully and complete entire form.

- > If your lease is about to end, know that you may have the option to renew. For more information please contact a member of our staff or the management office.
- > This form must be completed in its entirety to ensure proper processing.
- > Be advised that you will remain obligated to all terms of your lease contract.
- > You are required to complete a proper check-out as outlined in your lease contract.
- > If you intend to vacate your unit past the lease expiration date, you must complete a Late Departure Request.

Resident's Name	Date:
Unit/Room #:	Intended Move-out Date:
Cell Phone #: ()	Home Phone #: ()
Email:	
Forwarding Address:	

Did you renew your lease contract for the summer and/or fall semester? **YES** **NO**

If YES , please complete this section.	If NO , please complete this section.
<p style="text-align: center;">Why did you renew your lease? (Check all the apply)</p> <p><input type="checkbox"/> Convenience/location to campus</p> <p><input type="checkbox"/> Rates reasonable and fit into my budget</p> <p><input type="checkbox"/> Amenities offered by the community</p> <p><input type="checkbox"/> Parent/Guarantor made the decision</p> <p><input type="checkbox"/> Required by school or program</p>	<p style="text-align: center;">Why did you not renew your lease?</p> <p><input type="checkbox"/> Moving off-campus to: _____</p> <p><input type="checkbox"/> Plan to commute from home</p> <p><input type="checkbox"/> Transferring schools to: _____</p> <p><input type="checkbox"/> Graduating/Program of study completed</p> <p><input type="checkbox"/> Plan to do Study Abroad</p>

Resident Signature: _____ Date: _____

OFFICE USE ONLY	
Date Request Received:	Received By:
Residential System Updated on: / /	