

LEHIGH UNIVERSITY
Petition to Terminate Housing Contract

Building: _____
Apartment # _____

PETITION INFORMATION

I hereby submit this Petition to Terminate Housing Contract. I understand the rules and regulations regarding termination of my Lehigh University Housing Contract, including the following terms of the General Provisions for Occupancy:

TERMINATION OF CONTRACT BY OCCUPANT: In order to terminate the Contract, an Occupant must send a Petition to Terminate Housing Contract to the Housing Services requesting termination at least seven (7) days before the requested termination date. If the University agrees to terminate the Contract, the Occupant will be assessed a Contract Termination Fee of up to one month's rent, and any sums that the Occupant currently owes to the University shall become immediately due. The security deposit may also be forfeited. Under this provision, the contract termination fee and forfeited security deposit will not be assessed if the occupant is no longer eligible for housing.

I understand that any family members or roommates staying with me are required to vacate my University assigned room or apartment no later than the Termination Date requested below. I further understand that my obligations and financial responsibility for the full term remain in effect until I am notified in writing by the Housing Services that my petition has been approved.

Occupant Information	
Name: _____	
Last	First
LIN: _____	
Email: _____	
Phone: _____	
Date Requesting Termination: _____ (at least 7 days' notice is required)	
Reason for Termination:	
<input type="checkbox"/> Graduation	<input type="checkbox"/> Moving to another location
<input type="checkbox"/> Transferring	<input type="checkbox"/> Other _____
If moving, where and why: _____	

Fees Assessed	
For Housing Services Office Use Only	
Contract Termination Fee: _____	

Security Deposit:	
<input type="checkbox"/> Forfeited	<input type="checkbox"/> Returned*
Additional comments:	

*Deposit will not be returned until after the apartment has been inspected as per the GPO.

Signature of Occupant: _____ Date _____

Accepted for Lehigh University by: _____ Date _____