



## Graduate Apartment Extension Request – Princeton University

**Note:** You must return a completed “*Notice of Intent to Vacate*” form along with this request.

This form is to be completed and returned to the Graduate Housing Office before April 14. The vacate date for all apartments is June 30 unless you are approved for an extension. Extensions are only granted in rare instances for academic requirements or if you are successful in the draw for a new apartment but your apartment will not be ready for your requested move in of July 1. As of July 1, rates will increase and students will be responsible for paying the new rate. ***All information must be completed on this form and other materials, if applicable, attached at the time of your request. Please print, or type, and sign on the appropriate line.***

Name \_\_\_\_\_ PUID # \_\_\_\_\_  
(Last) (First)

Apartment \_\_\_\_\_ Home Phone # \_\_\_\_\_

Department \_\_\_\_\_ Department Phone # \_\_\_\_\_

Current Year of Study \_\_\_\_\_ Married/Domestic Partner \_\_\_\_\_ Single \_\_\_\_\_

**Please Note:** Single students who currently share an apartment will be responsible to pay the single bed rate during the length of this extension. Each current contract holder must complete this form if interested in applying for an extension.

Only graduate students who have a firm Ph.D. completion date may apply and be given high priority for an extension of their lease to no later than July 21. Students applying for a housing extension for the purpose of completing their dissertations must have a letter from their principal advisor or dissertation committee chair stating the date when the student is scheduled or likely to defend.

Please complete the section below:

I request an extension until \_\_\_\_\_ (*Indicate the date of scheduled defense*)

By signing and returning this form, you are acknowledging the execution of notice of intent to vacate and be will be charged the established rate for your unit effective July 1. This document shall become a permanent record and an official addendum to your present contract.

Date \_\_\_\_\_ Student Signature \_\_\_\_\_

***You will be notified via email if your request has been approved or denied. If approved, there will be no cancellation or refund of charges. You will be billed up to the approved extension date.***

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**Housing Office Use Only:**

Date Extension Approved To: \_\_\_\_\_

Student’s Rate \$ \_\_\_\_\_ Roommate’s (if any) Extension Date \_\_\_\_\_

Initials \_\_\_\_\_ Date Email of Approval/Denial Sent to Student \_\_\_\_\_