

OBR HOUSING - RENT EXTENSION FORM

I, _____, request an extension to the due date for the
(Tenant's name)

_____ semester because I am awaiting financial aid in the form of a student loan.
(Fall or Spring, Year)

_____ 1010 Old Berwick Road, # _____
(Apt #) (Home Address)

_____ Bloomsburg, PA 17815 _____
(Home City, State, Zip)

FALL 2016 / SPRING 2017 EXTENDED DUE DATES

(SELECT APPROPRIATE REQUEST)

_____ STUDENT LOAN _____ Fall 2016 (original due date 8/1/16): New Due Date September 8, 2016
_____ Spring 2017 (original due date 12/1/16): New Due Date February 2, 2017

PAYMENT OPTION (CHOOSE ONE)

_____ OPTION #1: I agree to pay 20% of the total semester rent, or \$_____, by the original due date, as agreed upon in our Lease Agreement, and the remaining 80% of the total semester rent, or \$_____, by the extended due date, as indicated in the section above. I understand that if all required actions are fulfilled as outlined in Option #1, then interest and late fees will not apply.

_____ OPTION #2: I agree to pay a \$50.00, non-refundable Administrative Fee by the original due Date, as agreed upon in our Lease Agreement, and then 100% of the total semester rent, or \$_____, by the extended due date, as indicated in the section above. I understand that if all required actions are fulfilled as outlined in Option #2, then interest and late fees will not apply.

COMPLETE ALL 3 ITEMS

_____ I have enclosed payment in the amount of \$_____ by the original due date.

_____ I have enclosed a copy of my Financial Aid Availability Form, which may be obtained from the Office of Financial Aid. **(Requests will NOT be processed without proof of financial aid)**

_____ I have signed and dated this form, and enclosed it with my payment and proof of financial availability.

(Tenant's Signature)

(Date)

COMPLETED REQUESTS MUST BE POSTMARKED NO LATER THAN THE ORIGINAL DUE DATE

(Do not write below line)

APPROVED ON _____
(Date)

(Landlord Signature)