



**WHITE COURSE APARTMENT LEASE AGREEMENT RELEASE REQUEST**

**POLICY**

The White Course Apartment Lease Agreement is a legally-binding contract. Once the Lease Agreement has been accepted, the Tenant is obligated to reside on campus and is financially responsible for rent charges for the lease period. A Tenant with an extreme circumstance may be considered for a Lease Agreement Release on a case-by-case basis. Per the terms of the Lease Agreement, if a Lease Agreement Release is granted, the tenant is responsible for liquidated damages for Tenant’s early termination of the Lease Agreement (including failure to take possession). Landlord shall be entitled to retention of the Deposit in addition to any amounts it may recover as damages for unpaid rent pursuant to the terms of this lease

**Determination:** The submitted form will be reviewed by a committee. The student will be informed of the final determination by email within 1-2 weeks after the initial submission of paperwork.

**Deadlines:** Lease Agreement Release Requests must be received by the following deadline dates:

- Summer** | JUNE 1
- Fall-Spring** | JUNE 30
- Spring** | DECEMBER 1

**Section A: TENANT INFORMATION**

**Tenant Name** \_\_\_\_\_ **PSU ID** \_\_\_\_\_

**Penn State Email Account** \_\_\_\_\_

**Campus Address** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

<b>Lease</b>	<b>Lease</b>	<b>Requested</b>
<b>Begin date:</b> _____	<b>End date:</b> _____	<b>Departure date:</b> _____

**REQUIRED**

- I have read the White Course Apartment Lease Agreement – Release Policy, and understand the following conditions:
1. I agree to provide supporting documentation to substantiate my request, as indicated in the “Lease Agreement Release request reason” section on page 2 of this form.
  2. I understand that this is a request to be released from the White Course Lease Agreement, and that the release may not be granted by the University.
  3. I may be offered an alternative housing arrangement.
  4. If the release is granted prior to the begin date of the Lease Agreement, I understand that the Housing Deposit and first month’s rent will be forfeited.
  5. If the release is granted after the begin date of the Lease Agreement, I understand the **Housing Deposit will be forfeited, and I will pay the full month’s rent, regardless of the checkout date.** I also understand that I may be charged for any damages/cleaning charges once the apartment is vacated. I understand that failure to pay these charges could result in my account being sent to a Debt Collection agency.

**Tenant Signature** \_\_\_\_\_

**Date** \_\_\_\_\_



**Section B: LEASE AGREEMENT RELEASE REQUEST REASON**

Indicate the reason for you are requesting a release from your White Course Apartment Lease Agreement:

- GRADUATION**
  - “Intent to Graduate” must be filed with the University Registrar and will be verified in LionPATH.
- FINANCIAL provide supporting documentation that shows:**
  - The change in your financial situation since the date that you accepted the Lease Agreement, including a copy of your Financial Aid package from LionPATH. Documentation must clearly demonstrate why you are unable to meet the financial obligation of the Lease Agreement as a result of this change.
  - Your housing plans for the Lease Agreement term, including a copy of any apartment leases and living expenses.
- EDUCATION OPPORTUNITY**
  - Provide supporting documentation showing that you are pursuing an educational opportunity at another University, such as a copy of the offer letter or notice of acceptance.
- MEDICAL/PSYCHOLOGICAL**
  - Attach the completed *Request for Reasonable Accommodation in Housing* form, available online at [www.liveon.psu.edu](http://www.liveon.psu.edu).
- OTHER**
  - Please provide detailed explanation and any supporting documentation.

**1. What has changed in your situation since accepting the Lease Agreement?**

**2. How does your situation affect your ability to continue your obligation to the Lease Agreement?**

By signing below, I verify that all information contained on this form is true and accurate, and that I have read and understand the information outlined on this form.

Tenant Signature \_\_\_\_\_

Date \_\_\_\_\_

**Section C: COMPLETED FORM SUBMISSION**

The completed *Lease Agreement Release Request* form should be submitted by the deadline to:

Mail: The Housing Assignment Office    Fax: 814-863-8364    Email: [assignmentoffice@psu.edu](mailto:assignmentoffice@psu.edu)  
201 Johnston Commons  
University Park, PA 16802



**PennState**

**Assignment Office for Campus Residences**  
The Pennsylvania State University  
201 Johnston Commons  
University Park, PA 16802

814-865-7501  
Fax: 814-863-8364  
[www.housing.psu.edu](http://www.housing.psu.edu)  
[assignmentoffice@psu.edu](mailto:assignmentoffice@psu.edu)