



### EXTENSION REQUEST

Date: \_\_\_\_\_

RC: \_\_\_\_\_

Apartment Number: \_\_\_\_\_

Size: \_\_\_\_\_

Current Lease Ending Date: \_\_\_\_\_

Length of Residency: \_\_\_\_\_

Extension Date Requested: \_\_\_\_\_

Reason for Extension: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Please initial each of the following items:

- \_\_\_\_\_ 1. Lease extensions are granted on a first-come, first-served basis.
- \_\_\_\_\_ 2. Lease extensions are never guaranteed. Extensions may be denied.
- \_\_\_\_\_ 3. Decisions for extensions will only be made by the Area Manager.
- \_\_\_\_\_ 4. No discounts on rent will be given on extension leases. The rental rate will be the current street/market rate.
- \_\_\_\_\_ 5. Consecutive extensions may not be approved.
- \_\_\_\_\_ 6. Extension requests must be submitted prior to your renewal/vacate deadline. Please refer to your lease agreement or the Resident Information & Policy Handbook (copy available at FoxridgeLiving.com) for more information on notification deadlines.
- \_\_\_\_\_ 7. If an extension lease of less than 120-days is approved, a Notice of Vacate must be signed in conjunction with the Extension Lease Agreement.
- \_\_\_\_\_ 8. This extension request is not binding. A signed Extension Lease Agreement is a binding document.

Resident(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Area Manager's Decision: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_