University Housing
Petition

APPLICANT INFORMATION
Note: This request is for University Housing residents only.

Name: ____________________________ UO ID number: ________________________

Current Address: ____________________________ street ____________________________ (apt#) ____________________________

Current Phone: ____________________________ E-mail: ____________________________

GUIDELINES FOR FILING A PETITION

• Be specific about what you are requesting and carefully read the University Housing Contract or Rental Agreement.
• Explain in detail the situation you are petitioning, and what extenuating circumstances exist in your situation.
• Describe what steps you have taken to mitigate your situation.
• Provide as much supportive documentation as possible. Examples of such documents are official documents, doctors statements on professional letterhead, and witness statements.
• Return completed petition and documentation to the University Housing Office or the Spencer View Area Office.

Type of request:
(choose one)
☐ Release from my Contract for reasons stated below.
☐ Release from Rental Agreement for reasons stated below.
☐ Cancellation or adjustment of charge of ________ amount.
☐ Other ____________________________ (explain below).

Reasons: (Please attach supporting documentation):

Signature: ____________________________ Date: ____________________________

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