

HOUSING EXTENSION REQUEST

Employees residing in district housing, whose two-year rental period has expired, may request a one-time extension, for a period not to exceed one calendar year, at a rent increase of **\$100.00** per month. Extension request forms may be found on the district website or at the district office. Requests must be submitted to the district office no later than April 15th of the year the request is being made. If it is determined that rentals are available, requests for extension will be granted on a lottery basis. For example, if five lease extensions are requested and there are three available units the extensions will be determined by a drawing.

Employees will be notified in writing of the district's decision no earlier than May 16th and no later than July 1st. Employees should not assume an extension will be granted.

Note: If an extension is granted there is a possibility it could be a different unit than the renter is currently residing in.

Adopted: May 10, 2011

Revised: July 11, 2017

Uinta County School District #4
HOUSING EXTENSION REQUEST FORM

Name of Occupant(s): _____

Today's Date: _____

Date of Initial Occupancy: _____

Unit currently residing in: _____

Number of Bedrooms Needed: _____

Brief explanation for extension request: _____

I understand there is no guarantee I will be granted an extension. Furthermore, I understand that my rent will increase \$100.00 per month if granted an extension. I also understand that if I am granted an extension there is no guarantee it will be in the same housing unit I am currently living in.

Employee Name (print)

✕

Employee Signature

Date