



OFFICE OF HOUSING AND RESIDENTIAL LIFE

DROP REQUEST FORM

- Drops will only be approved at the conclusion of the lease period. This includes all original lessees and any person that added to the lease.
- Original lessees are responsible for returning all keys and laundry cards that were issued to person dropping.
- All drops must be completed prior to the renewal of the lease.
- Charges for any missing keys and or laundry cards will be deducted from the original lessee's security deposit. **Please turn in all items to the front desk of your building and be sure that you receive a key receipt.**
- Violation of this policy will result in termination of the lease agreement by the lessor upon 30 days written notice.

Exceptions to the drop policy must be requested in writing to the Apartment Coordinator. Any exceptions that are approved will be assessed a \$150.00 administrative processing fee.

The Housing Authority reserves the right to approve or deny this request.