



# PETITION TO VACATE

## Extraordinary Reasons

(Staying At SSU)

Residential Education and Campus Housing  
 1801 East Cotati Avenue  
 Rohnert Park, CA 94928  
 Tele: (707) 664-2541/Dial 711 Relay  
 Fax: (707) 664-3716  
 ssu.housing@sonoma.edu

### RESIDENT'S INFORMATION

Name:		Seawolf ID:	
Home Address:		Email:	
City, State, Zip:		Room Assignment:	
Contact Phone:		Campus Box:	
Forwarding mailing address for your mail?			
What Term?	<input type="checkbox"/> <b>Fall</b>	<input type="checkbox"/> <b>Spring</b>	Planned Move Out date if approved?

### MARRIAGE /DOMESTIC PARTNERSHIP

If you are requesting to vacate because of marriage an official marriage or domestic partner certificate is required. **Please attach a copy of the certificate.**

Date of Ceremony: ..... Planned Move Out Date: .....

Is your certificate attached?  Yes  No If No, when will you provide the certificate? .....

### MEDICAL REASONS

Check this box if you are requesting to vacate due to a medical condition. **Please submit a medical note from your physician stating your diagnosis, when you were diagnosed, if it was pre-existing or a new diagnosis, and why living off-campus will improve your medical condition. Also complete the Request to Vacate Statement section on page 2 to describe the impact campus housing has on your condition.**

### FINANCIAL REASONS

Check this box if you are requesting to vacate due to financial reasons. Moving off campus to secure cheaper accommodations is not an acceptable reason for requesting to vacate the Residential Community. You must explain and provide verifiable documentation for the financial hardship that has occurred after you signed your license agreement and not within your ability to avoid. You must demonstrate that all resources have been exhausted to help resolve the situation. **Complete the Request to Vacate Statement on page 2, Financial Questionnaire on page 3 and attach your verifiable documentation. Indicate when the financial situation began.**

### PERSONAL REASONS

Check this box if you are requesting to vacate due to personal reasons. *Reasons relating to your living arrangements on campus will require you having exhausted all of your resources or options on campus prior to your request being reviewed. If your reasons are due to non-University related events, then you must provide verifiable documentation supporting your case. Depending on the situation, you may be required to submit additional information, meet with a committee or with a Housing/Res Life administrator. Complete the Request to Vacate Statement on page 2, Personal Questionnaire on page 3 and attach your verifiable documentation. Indicate when your personal situation began.*

### ACKNOWLEDGMENT

I have read the "Guidelines for Petitioning to Vacate the Residential Community" and fully understand that Housing Services does not recommend signing any off-campus lease until your Petition to Vacate has been approved officially. Any "intentional" behaviors resulting in your license agreement being terminated will suffer additional disciplinary and monetary ramifications. *If approved, a thirty days notice is required to avoid a \$250 service fee. Requests to vacate for the Spring semester need to be submitted by November 15 to avoid the \$250 service fee.*

Residents Signature:		Date:	
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### For Office Use Only

Received By:		Date Received:	
Approved By:		Charge Rent Till:	
Date PTV Withdrawn:		Charge \$250:	Yes / No

**REQUEST TO VACATE STATEMENT – For all requests please complete this section**

*Provide a detailed reason for your request to vacate the Residential Community. If you need more space please attach another sheet.*

Dotted lines for writing a detailed statement.

**FINANCIAL SECTION – For financial reasons please answer the questions below.**

Would you be moving back home to your permanent home?  Yes  No

If no, please describe your housing arrangements? .....

Would you be paying rent at this location?  Yes  No If yes, how much per month? .....

Have you tried to change rooms to a cheaper accommodation?  Yes  No  
If yes, date of room change? .....

Explain why you could not live in a cheaper on-campus accommodation? .....

Describe what you have done to help resolve your financial situation? (i.e., applied for loans) .....

Please complete this chart below identifying your current on campus housing expenses and your potential off-campus housing expenses.

Monthly Housing Expenses	On-Campus		Monthly Housing Expenses	Off-Campus
Rent			Rent	
Food			Food	
Utilities	Included		Utilities	
Internet	Included		Internet	
Cable TV	Included		Cable TV	
Transportation	Included		Transportation	
Furnishings	Included		Furnishings	
Local Phone Service	Included		Local Phone Service	
Cell Phone Service			Cell Phone Service	
Other Financial Obligations			Other Financial Obligations	
<b>Total</b>			<b>Total</b>	

**PERSONAL QUESTIONNAIRE – For Personal Reasons please answer the questions below.**

Explain what you have done to resolve the issue noted in your statement?  
.....  
.....  
.....  
.....

Did you meet with your RA to establish a suitemate agreement?  Yes  No Date of agreement? .....

Have you discussed the circumstances with your AC?  Yes  No Date of meeting? .....

What were the options presented to you by the AC? .....

What action did you take? .....

Have you done a room change to improve your living arrangement?  Yes  No Date of room change.....

Other measures you have taken to exhaust your options on-campus? .....

**FOR OFFICE USE**

**Follow Up Meeting**

Date of Meeting:		Res Ed Staff:	
Place:		Campus Housing Staff:	
Time:		Student Staff:	

**Notes from AC**

Date Email Sent to AC:		Name of AC:	
Notes		AC Response Received:	

**Correspondence History**

Date:	
Date:	
Date:	
Date:	
Date:	