Residents may have overnight visitors a maximum of fourteen (14) days cumulative during any twelve (12) month period without prior written approval from Student Apartments. Written approval is required from Student Apartments for visitors staying longer than fourteen (14) days. Applications must be submitted to the Main Office at least fourteen (14) days prior to their arrival. The Extended Stay Application is found at [http://apartments.utah.edu/resident-info/forms.php](http://apartments.utah.edu/resident-info/forms.php). Applications will be considered on a case-by-case basis. The maximum number of occupants cannot exceed the policy outlined in the [Maximum Occupants per Apartment section](#) of the Resident Handbook. A fee of $100 per month will be charged to the resident’s rental account for extended stay visitors. Approval of a visitor does not waive any requirement of the Rental Agreement or convert the status of any visitor into a resident.

Name of Resident______________________________________________________________

Apartment Number________________________

☐ University Village ☐ One Bedroom
☐ Medical Plaza ☐ Two Bedroom
☐ Fort Douglas ☐ Three Bedroom

Number of occupants currently living in apartment ____________

Information on visitor(s) you are requesting permission to stay:

Full name of visitor(s) _______________________________________________________
_______________________________________________________________________

Relationship of visitor(s) to resident __________________________________________

Reason for extended visit___________________________________________________

Arrival Date______________________________________________________________

Departure Date___________________________________________________________

_______________________________________________________ ________________________
Resident Signature        Date

For Office Use Only

Date ________________

Approval ☐Y ☐ N ☐ Copy to RA ☐ Emergency Card
☐ Fee Charged ☐ Copy to Resident ☐ Lock Out Card
☐ AMS 4 & 8 screen ☐ Excel sheet

Revised 11/2015