

REQUEST TO RETAIN QUARTERS

TO: DIRECTOR, FAMILY HOUSING

FROM: _____
NAME RANK ORGANIZATION
SSN HM PHONE WK PHONE

DATE OF REQUEST: _____

1. I am requesting permission for my dependents to remain in government quarters while I am attending _____ school. A copy of my orders are attached. The following is provided:

Address _____

Departure Date _____

Return Date _____

2. I understand that I must vacate family quarters within thirty (30) days after graduation.
3. I understand that I will be required to give thirty (30) days written notice of intent to vacate quarters.

Occupant Signature _____

Date _____

ENDORSEMENT FOR REQUEST TO RETAIN QUARTERS WHILE ATTENDING SCHOOL

DATE: _____

FROM: Director, Family Housing

TO: _____

1. Returned (APPROVED _____) (DISAPPROVED _____)

HOUSING REPRESENTATIVE SIGNATURE _____