



Housing & Student Living

Debt Hold Request Form

Property _____

Submitted By _____

Student Name _____

BYU-Idaho Email _____

Do you have a signed contract? YES NO What version? _____

Was the student eligible at the time he/she signed the contract? YES NO

Have you collected a security deposit? YES NO

Is this student a “no show”? YES NO

How much does the student owe and for which semester?

(Any debt owed for previous semesters will be reviewed on a case-by-case basis.)

Amount \$ _____

Semester _____

What attempts have been made to collect the rent?

Email

In Person

Phone Call

Letter

Text

Other _____

Please describe the communication you’ve had with the student:

Notified the student that you are requesting a hold be placed on his/her account? YES NO

Have you received consent from the student to sell his/her contract? YES NO

What steps have you taken to mitigate damages?
