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?

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________