



November 5, 2015

Dear Colleagues,

As we near the end of the year, we write to notify you of our holiday schedule. Faculty Staff Housing will be closed for Thanksgiving on Thursday, November 26, 2015 and Friday, November 27, 2015. We will also be closed for the University's winter closure beginning Monday, December 21, 2015 and will re-open on Monday, January 4, 2016.

For purchase transactions: The escrow process takes at least thirty days from the date your offer to purchase has been accepted. We require at least fifteen working days to complete the transaction. This means that for an escrow to close between December 21, 2015 and January 4, 2016, all required documentation must be received in our office by Monday, November 23, 2015. This should allow sufficient time to prepare the loan documents, meet with you to sign them, send them to the title company, and set up the wire transfer of loan funds before we close for our holiday break.

For subordination requests: All required documentation must be received in our office no later than Friday, December 4, 2015 for approval before the winter closure. Please note, final approval and execution of subordination documents may not be completed until we return in January, so please make sure the lock period allows for closings in January.

For home improvement requests: All required documentation must be received in our office by Friday, December 4, 2015 for approval before the winter closure.

For all lease amendments, assignments and extension requests: The appropriate request form and the required documents must be received in our office by Friday, December 4, 2015 for processing before the winter closure.

Although we may be monitoring voice mail periodically during the break, our office will be closed to deliveries.

If you have any questions regarding the above, please do not hesitate to contact our office by phone at 650.725.6893, or by email to fshousing@stanford.edu.

With our very best wishes for a safe and happy holiday season,

Faculty Staff Housing