

Housing Change Request Form

First Year Students

Office of Residence Life & Housing

For Office Use Only approved NOT approved

Spreadsheet

Email Students

BANR

Email Roommates

Please complete form & return to your current RD by **Tuesday, November 21, 2017**

Part 1 – Your information & Request

Date: _____ ID#: _____

Name: _____ Current Room: _____

Phone Number: _____

Please explain where you would like to move – those students who list a specific room with an opening will be given priority. However, you may list the room type if you do not have a specific room in mind (e.g., a single)

Choice #1: _____ Choice #2: _____

Choice #3: _____ Choice #4: _____

Part 2 – Informing Others

Please have your current & future roommates initial below:

Current roommate(s) Printed Name	Initial	Future roommate(s) Printed Name	Initial
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Current Resident Director

Comments from RD _____

Current RD Signature _____

New Resident Director (if applicable)

Comments from RD _____

New RD Signature _____

Part 3 – Your Signature

Please read & sign below

- I understand I will not be considered for a space for which I am not eligible.
- The Director of Housing will inform me of **approval/disapproval** of my request by Friday, December 1, 2017.
- After receiving approval to move, I am responsible to make an appointment with my RA/ARD to check-out of my current housing assignment. I must sign my Room Condition Inventory (RCI) and return the room key. Failure to check-out will result in an improper check-out charge of \$50. Failure to return my key is a \$75 key replacement charge.
- I understand my room/apartment will be reviewed by my RD for any damages. If damages are found I will be billed accordingly.
- I am responsible to make an appointment with my new RA/RD to check-in and fill out an RCI for my new housing assignment.
- I understand that by changing my current room type my housing rate may be affected. The change in rate will be reflected on my business office account.

My signature below indicates that I have read, understand and agree to the items above.

Student Signature _____ Date: _____

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