

For Office Use Only

Spreadsheet

BANR

Email Students

Email Roommates

Housing Change Request Form

Office of Residence Life & Housing

Please complete form & return to your current RD by **Friday, January 13, 2012**

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) initial

| | | | |
|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

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 9, 2011.
- 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/Apartment Condition Inventory (RCI/ACI) 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/ARD to check-in and fill out an RCI/ACI 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: _____

*Please complete form & return to your current RD by **Wednesday, November 30, 2011***

Residence Life & Housing Staff Use Only:

Current Resident Director

Comments from RD _____

Current RD Signature _____

New Resident Director

Comments from RD _____

New RD Signature _____