

First Year Housing Change Request Form

Office of Residence Life & Housing

Please complete all three parts & return to the Office of Residence Life by Tuesday, December 1, 2009

Part 1 – Your information & Request

Date: _____ Desired Move Date: _____

ID#: _____ Name: _____

Request to move FROM: _____ TO: _____
(Priority given to students who request a specific location)

Phone Number: _____

If you are not moving to an empty space and your room change is linked to another student's move (i.e. someone else is moving out so you can move in) please explain the situation here: _____

Part 2 – Informing Others

Please get the your current & roommate initials and signatures from your current & future RD:

Current roommate(s) initial _____

Future roommate(s) initial _____

Current Resident Director

List the date(s) of any meeting(s) held with student(s) _____

Housing change recommended Housing change NOT recommended

Comments from RD _____

Current RD Signature _____

New Resident Director

Housing change recommended Housing change NOT recommended

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 Monday, December 7, 2009. I will not move before I hear from the Director of Housing.
- After receiving approval to move, I am responsible to make an appointment with my RA 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 \$60 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 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 the Office of Residence Life (Eisenhower 207) by December 1, 2009

Residence Life & Housing Staff Use Only

- Housing change approved Notified student, RDs & RAs via email
 Housing change NOT approved In BANR, Date _____