Housing Change Request Form
Office of Residence Life & Housing

Please complete form & return to the Residence Life Office (Eisenhower 207) by **Wednesday, November 11, 2020**

Please note that housing change requests will only be considered for the following reasons:

- If the housing change will create a completely open room.
- If the housing change accommodates someone who is returning from study abroad.
- If a student wishes to move from a residence hall to an apartment space.
- If a student is looking to move to a single room.
- Other RD approved purposes.

**Part 1 – Your information & Request**

Date: __________________________ ID#: __________________________

Name: __________________________ Current Room: __________________________

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 Signature**

Comments from RD ________________________________________________

_________________________________________ ____________

**New Resident Director Signature**

Comments from RD ________________________________________________

**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 Assistant Director of Residence Life – Housing, Bryce Watkins, will inform me of approval/disapproval of my request by Wednesday, November 18, 2020. Moves will take place Tuesday-Wednesday, November 24-25.
- 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 $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: ___________