

# ROOM CHANGE REQUEST FORM

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Building/ Room \_\_\_\_\_ Phone # \_\_\_\_\_

## ALL THE FOLLOWING STEPS MUST BE DONE TO COMPLETE THE MOVE

1. Bring this completed form to Residence Services.
2. Once a change is approved and unit has been assigned, you will be notified by phone.
3. You may pick up keys on the Friday and will have the weekend to move to your new unit, clean your old unit, and **lock your room.**
4. **Keys must be returned to the office on Monday to complete your check out or you will be charged for occupying both rooms until the keys are returned.**

*Room change freezes are in effect for the 1<sup>st</sup> month of each term as well as final exam period.  
Room changes will be based on space availability.*

## THE FOLLOWING MUST BE COMPLETED TO OBTAIN A ROOM CHANGE

Reason(s) for change/request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Preferred new placement: \_\_\_\_\_ Bedroom Unit East \_\_\_\_\_ West \_\_\_\_\_

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Current RA Name: \_\_\_\_\_

Current Community (i.e. West B5, East Block 15): \_\_\_\_\_

### Office Use:

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Residence Life Coordinator Signature \_\_\_\_\_

Admin Assistant Assignments \_\_\_\_\_

Unit# Assigned: \_\_\_\_\_ Date: \_\_\_\_\_ New Roommates \_\_\_\_\_ Date: \_\_\_\_\_

HK contacted \_\_\_\_\_ Date: \_\_\_\_\_ New keys received: \_\_\_\_\_ Date: \_\_\_\_\_

Student contacted \_\_\_\_\_ Date: \_\_\_\_\_ Previous keys returned: \_\_\_\_\_ Date: \_\_\_\_\_

Current RA contacted \_\_\_\_\_ Date: \_\_\_\_\_ Old Roommates Notified about HK entering

New RA contacted \_\_\_\_\_ Date: \_\_\_\_\_ \_\_\_\_\_ Date: \_\_\_\_\_

**For student: Your move must be completed by \_\_\_\_\_, including returning your keys to the **office**, or notifying the office that you have vacated and have lost keys. If not, you will be charged for occupying both rooms until keys are returned.**