



ROOM CHANGE REQUEST FORM

Tenant Name _____ Student ID _____

Building/Room _____ Phone # _____

E-mail _____

ALL THE FOLLOWING STEPS MUST BE DONE TO COMPLETE THE MOVE

1. Room and/or location change fee: \$150.00/move.
2. Bring this completed form to Housing Office.
3. Once change is approved and unit has been assigned, you will be notified by phone, or e-mail.
4. 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.
5. Keys must be returned to the office on Monday by Noon to complete your check out or you will be charged for occupying both rooms until the keys are returned.
6. No charges will be assessed if housing requests you to be moved.

THE FOLLOWING MUST BE COMPLETED TO OBTAIN A ROOM CHANGE

Reason(s) for change/request:

Have tried to resolve issues with roommates. Steps taken: _____

Preferred new placement: _____ Bedroom # _____

Penhorwood

Riedel

Clearwater

Resident Signature: _____ Date: _____

Office Use:

Date Received: _____ Received by: _____

Residence Life Advisor Signature: _____

Unit # Assigned: _____ Date: _____

Housekeeping contacted _____ Date: _____

Student contacted _____ Date: _____

New Roommates contacted _____ Date: _____

New Keys Received _____ Date: _____

Old keys Returned _____ Date: _____

Other comments: _____ Date: _____

N.B. All room change requests are based on availability and are not guaranteed.

For student: Your move must be completed by _____, including returning your
(Date & Time)

keys to the Housing 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.

Tenant Signature

Date