



Room Change Request Form

Please read carefully and complete the entire form.

- Room changes are based on resident eligibility and room type availability. Freshman may not transfer out of the freshman designated halls.
- Completed forms must be submitted to the Office or Res Life during business hours. Incomplete forms will not be processed.
- Residents who transfer without written approval are in violation of the lease contract.

Name:	Student ID#:
Phone #: ())	Email:
Current Hall	Room:

Type of Unit Transfer Request (Please check one.)

- Unit Change – I would like to keep the same floor plan, but change room/apt.
- Upgrade Unit – I would like to upgrade my floor plan.
- Roommate Request – I would like to move into a room with a current vacancy.
- Room Swap – I would like to swap rooms with another resident in a currently occupied unit.
(Be advised that a room swap will require another form from the other resident as well).

If approved, I understand that there may be a non-refundable Increased Charge fee per the lease contract.

I also understand that if approved I must properly check out of my current unit within **24 hours**.

I also understand that the contract I signed is in no way diminished, altered, or voided by my transfer. I further understand that I may owe an additional or increased balance and must sign for the change upgrading my room or transferring to a more expensive unit.

I also understand that if approved, I will be given a specific time period in which to complete my move.

Resident Signature: _____

Date: _____

(Must be filled out by Office and Signed before transfer)	
Old Unit Charges	\$ _____
Increased Charge	\$ _____
Total Housing Due	\$ _____
I also understand that I am to be held responsible for the additional charges if approved. Failure to pay may be considered a housing violation and that the university may take necessary steps including but not limited to sanctions, collections, and/or eviction.	
Resident Signature: _____	Date: _____

OFFICE USE ONLY	
<input type="checkbox"/> Approved	New Unit # _____
<input type="checkbox"/> Denied due to: _____	
New Keys Issued: _____	Old Keys Returned: _____
Charges Placed on Account: _____	Date Accounts Notified: _____