

# HOUSING ROOM CHANGE AND ROOMMATE REQUEST




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 FIRST NAME

LAST NAME

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 STUDENT ID NUMBER (IF KNOWN)

CAMPUS ADDRESS

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 TELEPHONE

EMAIL

**Request (check all that apply):**

- 1 bedroom (1 person/single) in Housing-South
- 2 bedroom (2 people/single) in Housing-South
- 1 bedroom (2 people) in Housing-North
- 2 bedroom (4 people) in Housing-North
- 1 bedroom (2 people) in Housing-South
- Studio (2 people) in Housing-South
- 2 bedroom (4 people) in Housing-South
- Move to a specific: Hall \_\_\_\_\_ Room # \_\_\_\_\_
- Mutual roommate request (each student must complete a separate form).

Name of requested roommate: \_\_\_\_\_

**Please note:**

- Room change requests will be processed based on priority and space availability.
- You must schedule a checkout time with your Community Leader. Failure to do so will result in a room inspection conducted without you being present and therefore you cannot appeal any damage assessments.
- You must notify your current roommate(s) of your intention to change rooms.
- The Office of University Housing will make every effort to satisfy your preferences, but reserves the right to make all final decisions about room assignments and adjustments deemed necessary.

**Housing Room Change and Roommate Request Certification**

I acknowledge that by typing my name on the line below, I am providing my e-signature certifying that I am requesting a roommate or to change my room. I understand that it is my responsibility to send this form to the Office of University Housing before my request can be reviewed.

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 STUDENT E-SIGNATURE

DATE

I acknowledge that by typing my name on the line below, I am providing my e-signature certifying that I agree to accept full responsibility for all debts to the University incurred by this applicant, who is a minor (less than 18 years of age).

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 PARENT OR GUARDIAN E-SIGNATURE

DATE