

**Room Transfer Request**

Today's Date \_\_\_\_\_ Requested Transfer Date \_\_\_\_\_

Name of Resident \_\_\_\_\_ Unit # \_\_\_\_\_ Student # \_\_\_\_\_

Reason for Transfer \_\_\_\_\_ Special Requests \_\_\_\_\_

If you are considering changing units due to a roommate problem that you are unable to resolve, you must first contact your RA before submitting this form.

Some points to consider:

- Please be aware that we will do our best to accommodate your requests, but we cannot guarantee your specific floor or roommate requests
- Transfer requests are permitted with approval from the Housing Assistant, Accommodations
- Transfer requests are processed in order of the date received, based on availability. We will contact you if your request is successful.
- No room transfer requests will be accepted during the following blackout periods: prior to September 30, or during the period of December 15 - January 30.

You will be charged with the cost of cleaning the room you are moving out of. Room cleaning charges will vary depending on how dirty the room is left. If the room transfer request is cancelled after accepting the room transfer, you will be charged a \$50.00 administrative fee.

*I have read, understood and accepted the preceding terms*

\_\_\_\_\_  
Signature Date

**\*\* Please return this form to your RA \*\***

| RA Approval       | Housing Assistant, Accommodations |
|-------------------|-----------------------------------|
| Date              | Date                              |
| RA Initial        | HAA Initial                       |
| New Unit Assigned | New RA                            |