

**Office of Housing & Residence Life**  
**APPLICATION FOR HOUSING ASSIGNMENT**  
**CHANGE/ TRANSFER**

HD/COORDINATOR	INITIALS _____
APPROVED	_____
DENIED	_____

DATE \_\_\_\_\_ STUDENT# \_\_\_\_\_ Cellphone \_\_\_\_\_

NAME \_\_\_\_\_ CURRENT Hall/Court/Suite \_\_\_\_\_

Room No. \_\_\_\_\_ EMAIL \_\_\_\_\_

REASON FOR REQUESTED ASSIGNMENT CHANGE/TRANSFER

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- A room assignment change fee of \$25.00 will be charged at the time an assignment change is approved after check in or without Housing department staff approval.
- A suite/apartment transfer fee of \$100.00 will be charged at the time a transfer is approved after check in.
- For current residents, an inspection will be conducted on your space to determine the condition of your present space. If upon inspection your room/suite/apartment does not meet the standards set forth by the university, your transfer will be denied.
- If your suite/apartment is in satisfactory condition. You have up to two days to let the office know if you accept or decline the requested transfer. A complete check out process will need to be completed upon relocation from previous assigned location.
- Fee is not refundable if you fail to transfer after acceptance. If a new assignment/housing rate applies it will begin the day you pick up the keys to the new location.

Contact your new Hall Director/Suite Advisor/Apartment Manager for a check-in date. You will be required to be totally moved within **seven (7)** days from the check-in date, unless otherwise specified.

NEW HD/SA/AM NAME \_\_\_\_\_

CONTACT NUMBER OR EMAIL \_\_\_\_\_

DATE IN WHICH YOU NEED TO BE RELOCATED BY: \_\_\_\_\_

**PLEASE NOTE:** CLEANING CHARGES ASSESSED WILL BE **DOUBLED** IF THE ROOM/SUITE/ APARTMENT YOU ARE MOVING OUT OF IS NOT THOROUGHLY CLEANED AND READY FOR A NEW RESIDENT.

**YOU WILL BE CHARGED AN IMPROPER CHECK OUT AND ANY CLEANING CHARGES IF YOU FAIL TO MAKE A CHECK-OUT APPOINTMENT AND TURN OVER KEYS UPON VACATING THE SPACE. FAILURE TO TURN OVER KEYS WILL CONSTITUTE A RE-CORE CHARGE BEING PLACED ON YOUR STUDENT ACCOUNT.**

FOR OFFICE USE ONLY

CURRENT APARTMENT _____	NEW ROOM ASSIGNMENT _____ (\$25.00)
	NEW TRANSFER ASSIGNMENT _____ (\$100.00)
CHECK-IN DATE _____	FEE CHARGED _____
APPROVED BY: _____	DATE FEE POSTED _____