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

DATE_________________ STUDENT#_________________ Cellphone _______________________

NAME ______________________ CURRENT Hall/Court/Suite ________________________

Room No._____________________ EMAIL ________________________________

REASON FOR REQUESTED ASSIGNMENT CHANGE/TRANSFER
_______________________________________________________________________________
_______________________________________________________________________________

• 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 ______________________