

Unit Change Request Form

Resident's Name _____ UIN _____ Date _____

----- Complete this section if you are requesting a unit change -----

I request to move from unit _____ to unit _____

Residents in my current unit are aware of my request to move.

Sign _____ Print _____ Date _____

Sign _____ Print _____ Date _____

Sign _____ Print _____ Date _____

Sign _____ Print _____ Date _____

Sign _____ Print _____ Date _____

Residents in the unit I am requesting are aware of my request, we have spoken and are in agreement.

Sign _____ Print _____ Date _____

Sign _____ Print _____ Date _____

Sign _____ Print _____ Date _____

Sign _____ Print _____ Date _____

Sign _____ Print _____ Date _____

Reason for request: _____

By signing below, I have done everything in my power, met as a unit and with the Residence Life staff to prevent the need to change apartments and I have personally spoken to my RHC about my situation. I have also read and understand section 2.07 in the Policy Book.

Student Signature _____ Date _____

RHC Signature _____ Date _____

- | | |
|--|---|
| <input type="checkbox"/> Approve | <input type="checkbox"/> Deny |
| <input type="checkbox"/> Moving date set | <input type="checkbox"/> Current roommates are informed |
| <input type="checkbox"/> ID access changed | <input type="checkbox"/> New roommates agree and are informed |
| <input type="checkbox"/> Jenzabar updated | <input type="checkbox"/> Residence Life staff informed |

----- Complete this section if you are requesting a new resident next semester -----

I request to live with _____ Beginning _____

Residents in my current apartment are aware of my request, we have spoken and are in agreement.

Sign _____ Print _____ Date _____

Sign _____ Print _____ Date _____

Sign _____ Print _____ Date _____

Sign _____ Print _____ Date _____

Sign _____ Print _____ Date _____

Student Signature _____ Date _____

RHC Signature _____ Date _____