

Request for Room Change

(Print, fill out, sign and return to your Area Coordinator)

PLEASE NOTE- no room change should take place until an approval e-mail has been
Sent by the Area Coordinator- doing so any sooner, will result in a processing delay.

Name: _____

Request Change

From: _____ To: _____

Reason:

Required Signatures:

Signature: _____ Date: _____

Present Roommate: _____ Date: _____

New Roommate: _____ Date: _____

Present RA: _____ Date: _____

New RA: _____ Date: _____

Approved by Res. Life & Housing: _____ Date: _____

For Office Use Only

Effective Date: _____

Scheduled Move Time: _____

Key Returned: _____

New Key Assigned _____

Check Out Inventory Completed by: _____

Check In Inventory Completed by: _____

Billing Sent to FSF: _____

Room # Changed in Computer: _____