



# UNIVERSITY OF LA VERNE

Student Housing and Residential Education

## Room Change Request Form

Resident Name: \_\_\_\_\_ Request Submitted by (if different): \_\_\_\_\_

Current Hall/Room#: \_\_\_\_\_ Phone #: \_\_\_\_\_ E-Mail #: \_\_\_\_\_

I am requesting this room change for the following reason(s): \_\_\_\_\_

Please indicate where you would like to be moved to:

I will only accept this specific room: \_\_\_\_\_.

Other: \_\_\_\_\_.

I understand that changes are based on availability of rooms. I understand that I may not move until I have received *approval* from the Residence Life Coordinator/Resident Director. Moving without permission will result in a **\$100.00** charge for improper check-out. There will be no room changes during the first two weeks of each semester.

Resident's Signature: \_\_\_\_\_ Date Submitted \_\_\_\_\_

### **OFFICE USE ONLY:**

<b>Room Change Request Results – RD/ RLC</b>	
_____ Approved	_____ Denied
_____ Approved – pending space available	_____ Pending Decision
(Pending status stays with RD/RLC until finalized)	
Staff signature _____	Date: _____
Date Resident & Admin Services Notified of Results: _____	
<b>IF APPROVED -</b>	
Newly Assigned Room:	New Roommate:
Room is clean _____ (Yes/No)	New Roommate Notified (Date: _____)
RCI ready _____ (Yes/No)	
Comments:	

<b>Room Prep – Assignments Coordinator/Admin staff</b>	<b>Offered space</b>
<input type="checkbox"/> Keys are ready (Date: _____)	<input type="checkbox"/> Student checked out of old room (Date: _____)
<input type="checkbox"/> Admin Staff notified student that room is ready (Date: _____)	<input type="checkbox"/> Old Room RCI completed (Date: _____)
<input type="checkbox"/> Student picked up new room keys (Date: _____)	

### **ROOM TRANSITION:**

I understand that I have until \_\_\_\_\_ am/pm on \_\_\_\_\_ to move to my new room. This also includes having completely checked out of my current room. Failure to check out within the specified time will result in a \$100 improper check-out charge. **I will be considered checked out once (please initial each item):**

\_\_\_ All of my belongings have been removed from my current room and my bedroom/suite is clean.

\_\_\_ I have locked all doors and windows.

\_\_\_ I have returned all of my keys to the Housing Office and completed an Express Check Out.

**Keys must be returned by 4:30pm.**

Keys returned: \_\_\_\_\_ Room key \_\_\_\_\_ Security/chad \_\_\_\_\_ Mail key \_\_\_\_\_ Mailbox checked upon move-out

Resident Signature (New Room Check-In): \_\_\_\_\_ Staff Name: \_\_\_\_\_ Date: \_\_\_\_\_

Resident Signature (Old Room Check-Out): \_\_\_\_\_ Staff Name: \_\_\_\_\_ Date: \_\_\_\_\_