



Residential Education and Housing
 Eickhoff 114
 P) 609-771-2301 F) 609-637-5165
 housing.tcnj.edu

Room Change Form – Apartments/Townhouses

All room change requests are subject to approval from the Department of Residential Education and Housing. To initiate consideration for a room change, complete this form and turn it in to a Housing representative in the Residential Education and Housing Office (Eickhoff 114).

Residents should complete the form by listing their requested new room assignment and/or roommate pairings below. If you are requesting a person for person swap in the same unit, only the people changing rooms, and their roommates if the student is in a double room, need to complete the first box. Students switching rooms with someone in a different apartment/townhouse will need to complete both boxes.

Student signatures confirm that all individuals are aware of and approve of the requested room change.

In this example Emily and Tina are doing a two person for two person switch. Emily and Tina selected Townhouse South 10-A and 10-B but will now be in South 03-A and 03-B. Cyndi and Karen are taking Emily and Tina's spaces, South 10-A and 10-B.

Building & Unit Number (Ex. Phelps 200 or Townhouse East 3): South-3

PAWS	Printed Name	Signature	Room Letter	Changing Rooms
3333	Emily Thomas		A	<input checked="" type="radio"/> Y/N
4444	Tina Torney		B	<input checked="" type="radio"/> Y/N
				Y/N
				Y/N
				Y/N

Building & Unit Number (Ex. Phelps 200 or Townhouse East 3): South 10

PAWS	Printed Name	Signature	Room Letter	Changing Rooms
5555	Cyndi Walters		A	<input checked="" type="radio"/> Y/N
6666	Karen Roth		B	<input checked="" type="radio"/> Y/N
				Y/N
				Y/N
				Y/N