

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.

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

PAWS	Printed Name	Signature	Room Letter	Changing Rooms
				Y/N
				Y/N
				Y/N
				Y/N
				Y/N

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

PAWS	Printed Name	Signature	Room Letter	Changing Rooms
				Y/N
				Y/N
				Y/N
				Y/N
				Y/N

-----Office Use Only-----

Approval signature: _____

Date: _____