

Housing Services Apartment Transfer Request

SECTION I:

Name: _____

Current Apartment: _____

Phone: _____

Requested Apartment: _____

Email: _____

REASON FOR REQUESTING TRANSFER:

I UNDERSTAND THAT REQUESTING A TRANSFER AT THIS TIME DOES NOT GUARANTEE THAT A TRANSFER WILL TAKE PLACE. FURTHERMORE, I UNDERSTAND THAT IF GRANTED, MY TRANSFER WILL TAKE PLACE IN THE TIME ALLOTTED BY HOUSING SERVICES STAFF (NO MORE THAN 48 HOURS). I ALSO UNDERSTAND THAT IF I AM FOUND IN VIOLATION OF THIS AGREEMENT, I WILL BE CHARGED A FEE AND SUBJECT TO DISCIPLINARY ACTION, INCLUDING CANCELLATION OF MY HOUSING CONTRACT.

Resident Signature

Date

SECTION II:

APPOINTMENT DATE: _____ TIME: _____

THE FOLLOWING WAS DISCUSSED WITH THE STUDENT AT TRANSFER REQUEST APPOINTMENT:

- CLEANING AND LOCK CHANGE CHARGE IF KEYS ARE NOT RETURNED ON TIME (MINIMUM CHARGE OF \$125.00)
- STUDENT IS RESPONSIBLE FOR CONTACTING COMPANIES TO ARRANGE PHONE / INTERNET TRANSFER IF NECESSARY
- TRANSFER MAY REQUIRE TEMPORARY RELOCATION UNTIL APARTMENT IS AVAILABLE, WHICH MAY RESULT IN MOVING MORE THAN ONCE

TRANSFER IS:

- APPROVED
- NOT APPROVED

Staff Signature

Date

TRANSFER TO: _____ TEMPORARY RELOCATION: _____

TRANSFER DATE: _____ TIME: _____

COMPLETION DATE: _____ TIME: _____

BY SIGNING THIS SECTION, I CONFIRM THAT THE ABOVE STATEMENTS HAVE BEEN EXPLAINED TO ME BY HOUSING STAFF AND I WOULD STILL LIKE TO ACCEPT THE TRANSFER AT THIS TIME. I UNDERSTAND THAT IF ALL KEYS (INCLUDING ORIGINAL ASSIGNMENT AND TEMPORARY ASSIGNMENT) ARE NOT RETURNED TO HOUSING SERVICES BY THE COMPLETION DATE ABOVE, I WILL BE CHARGED FOR A LOCK CHANGE AND CLEANING.

Resident Signature

Date

SECTION III – FOR OFFICE USE ONLY

- TRANSFER COMPLETED AND KEYS RECEIVED
- TRANSFER NOT COMPLETED. FORWARDED TO BUSINESS MANAGER

DATE: _____ AMOUNT CHARGED: _____

CC: ADMINISTRATIVE COORDINATOR, APARTMENT FILE