

# ROOM SWAP REQUEST FORM 2009-2010



**Please read all policies regarding room swaps below before completing and submitting this form:**

- Complete this form if you have already discussed/arranged to switch rooms with another resident and all criteria below are met.
- One form should be submitted for each swap. All individuals involved, including affected roommates and RA/CA staff MUST sign this one form for a swap to be considered.
- Residents should not swap rooms until receiving approval from Housing and Dining Services. Moving without approval will result in a denial of the swap and residents will be notified to return to their original assignments. Failure to do so may result in fines.
- Room swaps are not permitted or processed during the first week of each semester.
- Room swaps involving **singles** are **not** permitted, due to high demand for singles and long wait lists for room changes into single rooms. An exception applies to singles in the Oakland apartments.
- Room swaps are generally approved but processing times may vary. After submitting this form – if approved – you will be notified via e-mail once your room change paperwork is ready. At that time, residents swapping rooms should come to Housing and Dining Services to sign their paperwork and update their ID cards in a kiosk.
- Residents swapping rooms in hard key buildings (i.e. Oakland apartments) should swap keys on their own after the room change paperwork is signed by both residents.

<b>Resident A</b>	<b>wishes to swap rooms with</b>	<b>Resident B</b>
Last Name , _____ First Name _____ MI _____		Last Name , _____ First Name _____ MI _____
Current Building/ Tower/Room _____		Current Building/ Tower/Room _____
Andrew Email _____		Andrew Email _____

I, \_\_\_\_\_ wish to swap rooms with \_\_\_\_\_.  
**Resident A Signature**
**Resident B Signature**

## ACKNOWLEDGEMENTS

**Resident A and B:** Please have your roommate(s) sign the following acknowledgement.

**Current roommate(s):** Your signature below acknowledges your understanding that your roommate listed above wishes to switch rooms and that the person they are switching with (also listed above) will be your new roommate.

<b>Resident A Roommate(s)</b>	<b>Resident B Roommate(s)</b>
<b>Building/Tower/Room</b> _____	<b>Building/Tower/Room</b> _____
Print Name _____ Andrew ID _____ Signature _____	Print Name _____ Andrew ID _____ Signature _____
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____

List any additional roommate(s) information on back of this form if more space is needed.

The residents listed above have discussed their desire for a room swap with me.

<b>RA or CA Signature of Resident A</b>	<b>Date</b>	<b>RA or CA Signature of Resident B</b>	<b>Date</b>
A. _____	_____	B. _____	_____

**Notes:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### *Housing and Dining Office Use Only*

Date Rec'd _____	Date Approved _____
Denied – Reason _____	
SIS _____	
Resident Confirmation e-mail _____	
Res Life notification _____	