



Office of University Housing Room Change Request

Student Information

| | | |
|------------|-----------|--------------|
| First Name | Last Name | Banner ID |
| Telephone | Email | Current Room |

Room Change Request

Check all that apply.

- | | | |
|---|--|--------------------------------|
| <input type="checkbox"/> Donley 1 Bedroom | <input type="checkbox"/> South 1 Bedroom | <input type="checkbox"/> Reuss |
| <input type="checkbox"/> Donley 2 Bedroom | <input type="checkbox"/> South 2 Bedroom | <input type="checkbox"/> East |
| <input type="checkbox"/> Arbor Lofts | | |

If you are requesting to move to specific room or to live with a specific person, those person(s) must grant you permission to live with them. They must email housing@ltu.edu to give permission so the office has it in writing.

- Move to a specific: Building _____ Room # _____
- Move with a specific person(s): _____

Acknowledgement & Authorization

_____ I acknowledge that room change requests will be processed based on priority and space availability. The Office of University Housing will make the final decision about my room assignment and will make adjustments as necessary.

_____ I acknowledge that I must notify my current roommate(s) of my intention to change rooms.

_____ I acknowledge that if my request is approved, I will complete my move as instructed within the given timeframe.

_____ I acknowledge that my housing rate may change and I accept all new charges.

_____ I authorize the Office of University Housing to change my room assignment and will accept the new room assignment given.

Signature

Date

Office Use Only

Room Change Request Approved Denied Date _____

Process Completion

- | | | |
|--|---|--|
| <input type="checkbox"/> New Roommates Notified/Permission Granted | <input type="checkbox"/> Student Notified | <input type="checkbox"/> RA/SDR Notified |
| <input type="checkbox"/> Banner Updated | <input type="checkbox"/> Occupancy Report Updated | <input type="checkbox"/> Keys Turned In |
| <input type="checkbox"/> ACI Complete | <input type="checkbox"/> ID Activated | Date _____ |

Current Room Assignment _____

New Room Assignment _____