



Request for Room/Apartment Change – AY 2018

If at any time you do not feel safe in a living situation, inform your RA/CM immediately.

Name: _____ ID#: _____

Phone: _____ Email Address: _____ Gender: _____

Current Room/Apartment Assignment: Building: _____ Apartment #: _____ Room #: _____

NOTE – This form is only a request for a room change. For safety and security reasons Housing & Residential Education must maintain accurate occupancy records. A room change made without Housing & Residential Education’s approval or not in the time frame requested will result in an improper move fine of \$100.00.

Housing & Residential Education recognizes that room change requests are typically made for two reasons:

- 1) Roommate conflict makes a living situation uncomfortable.
 - HRE recognizes that conflicts do occur and we want to work with you to help lessen the conflict through a mediated compromise. It is an ongoing learning experience to live with another person and the staff is here to help.
- 2) The resident would like a different type of room (e.g., changing from a single to a double) or would like to live in a different area.
 - If you are requesting to move to a more expensive room type (i.e. from a double to a single), your account must be up-to-date prior to the move being approved.

This form is designed in steps to ensure that all possible avenues have been explored if a roommate conflict exists and also to alert others living with you that you are considering a room change.

Step 1: Talk with your Resident Advisor or Community Manager (REQUIRED)

If a conflict exists, your RA/CM will facilitate a mediated discussion between roommates/apartment-mates and you. If a conflict does not exist, the RA/CM confirms that and signs below. If you are unable to contact your RA/CM, you can contact their supervisor, the Resident Director (RD) on Step 4. However, your RA’s signature is still required.

RA/CM Name: _____

RA/CM Signature: _____ Date: ____/____/____

RA/CM comment: _____

Step 2: Talk with your Roommate/Apartment-mate about the issues concerning you. If no conflict exists and you wish to change room types, let your Roommate/Apartment-mate know that you are looking for a different type of room.

Step 3: Consider your housing options.

Requested Assignment Info: Building: _____ Apartment #: _____ Room #: _____

Requested Room/Apt. Style: Select all that apply. Please know that selecting more options makes a placement easier to accommodate.

- | | | | | |
|-----------------------------------|--|--|--|--|
| Sage/Chapel/Gateway: | <input type="checkbox"/> Single | <input type="checkbox"/> Super Single | <input type="checkbox"/> Double Single Double | <input type="checkbox"/> Double |
| | <input type="checkbox"/> Economy Double | <input type="checkbox"/> Triple | <input type="checkbox"/> Super Triple | |
| Marriott Honors: | <input type="checkbox"/> 4-person Single | <input type="checkbox"/> 4-Person Double | <input type="checkbox"/> 5-Person Single | <input type="checkbox"/> 5-Person Triple |
| | <input type="checkbox"/> 8-Person Double | <input type="checkbox"/> 8-Person Single | | |
| Officers Circle: | <input type="checkbox"/> Super Single | <input type="checkbox"/> Single Deluxe | <input type="checkbox"/> Double Deluxe | |
| Lassonde: | <input type="checkbox"/> Cluster Single | <input type="checkbox"/> Cluster Double | <input type="checkbox"/> Loft* | <input type="checkbox"/> Pod* |
| Benchmark & Shoreline: | <input type="checkbox"/> 2-Bedroom Apartment* | <input type="checkbox"/> 3-Bedroom Apartment* | <input type="checkbox"/> 4-Bedroom Apartment* | |
| Downtown Commons*: | <input type="checkbox"/> 2-Bedroom Apt. (DT1)* | <input type="checkbox"/> 3-Bedroom Apt. (DT1)* | <input type="checkbox"/> 2-Bedroom Shared (DT2)* | |
| Cedar Court 700*: | <input type="checkbox"/> 1-Bedroom Apartment* | <input type="checkbox"/> 3-Bedroom Apartment* | <input type="checkbox"/> 2-Bedroom Shared* | |
| Block 44*: | <input type="checkbox"/> Studio* | <input type="checkbox"/> 1-Bedroom Single* | <input type="checkbox"/> 1-Bedroom Double* | |
| | <input type="checkbox"/> 2-Bedroom Single* | <input type="checkbox"/> 2-Bedroom Double* | | |

*Spaces available only to sophomore residents and above. Limited first-year spaces exist in some Benchmark & Shoreline buildings.
For additional information on room types please visit housing.utah.edu/housing-options/room-types

Please select a reason for this request:

- Want to live with a friend
- Financial needs
- Other _____
- Prefer a new room style/building location
- Noise
- Roommate conflicts
- Safety concern

____ (Initial) I understand that this is only a request, and that no move may occur until I am notified by Housing & Residential Education that the move request has been approved. I understand that a room change made without Housing & Residential Education's approval or not in the time frame requested will result in an improper move fine of \$100.00.

Resident Signature: _____ Date: _____

Step 4: Talk to your Resident Director or Graduate Assistant to receive a signature (REQUIRED)

Resident Directors (RDs) and Graduate Assistants (GAs) are RA's direct supervisors. Please email your RD/GA to set up an appointment.

Sage Point

RD: Jacob Ferguson Office Building: 811 Email: jferguson@housing.utah.edu Office Phone: 801-587-2949
GA: Crysta Fofana Office Building: 811 Email: cfofana@housing.utah.edu Office Phone: 801-587-2952

Chapel Glen & Gateway Heights

RD: JJ Neal Office Building: 803 Email: jneal@housing.utah.edu Office Phone: 801-587-2919
GA: Eric Hines Jr. Office Building: 803 Email: ehinesjr@housing.utah.edu Office Phone: 801-587-2960

Marriott Honors Community & Officer's Circle

RD: Sig Ferguson Office Building: MHC Email: sferguson@housing.utah.edu Office Phone: 801-587-8442
GA: Leslie Cepeda Office Building: MHC Email: lcepeda@housing.utah.edu Office Phone: 801-587-8441

Lassonde Studios

RD: Matthew Phister Office Building: LS Email: mphister@housing.utah.edu Office Phone: 801-213-8706

Benchmark Plaza & Shoreline Ridge

RD: Emily Thompson Office Building: 821 Email: ethompson@housing.utah.edu Office Phone: 801-587-2936
GA: Diamond Jackson Office Building: 821 Email: djackson@housing.utah.edu Office Phone: 801-587-2945

Downtown Commons, Cedar Court 700, & Block 44

AC: Heather McCarthy Office Building: 820 Email: hmccarthy@housing.utah.edu Office Phone: 801-587-2910

RD/GA Name: _____

RD/GA Signature: _____ Date: ____/____/____

RD/GA please rate the urgency of the situation (1-Low to 5-High): _____

RD/GA comment: _____

Step 5: Return this form to the Housing Office

Submit the completed form to Housing & Residential Education (Benchmark 822). You will be notified when the request has been processed.