

REQUEST FOR APARTMENT TRANSFER

Today's Date: _____

Name: _____

ID# _____

Current Address: _____ Desired occupancy date: _____

**** Transfer requests MUST be turned in a minimum of TWO weeks before desired occupancy date ****

****I understand that a \$50 transfer fee will be placed on my account upon completion of the transfer, and I am only allowed one transfer per contractual year****

Desired Type of Apartment:

University Village:

Bison Court:

Niskanen Expansion

1701 Complex

____ 1 Bedroom (\$530)

____ Studio (\$545)

____ 1 Bedroom (\$760)

____ Studio (\$590)

____ 2 Bedroom (\$610)

____ 1 Bedroom (\$700)

____ 2 Bedroom (\$1030)

____ 1 Bedroom (\$760)

____ 2 Bedroom (\$930)

____ 3 Bedroom (\$1221)

____ 2 Bedroom (\$1030)

Are you requesting a move into an occupied apartment: Yes No

If yes, what apartment are you requesting to move into: _____

Roommate(s) in requested apartment: _____

Reason for Transfer:

Do you currently have roommates: Yes No

If so, roommate acknowledgment is required.

I have informed my current roommate(s) of my intent to transfer and their **signature(s)** below acknowledge their understanding that their rental amount will automatically be adjusted upon my departure.

1. _____ 2. _____ 3. _____

Please note: If you are requesting an apartment transfer, you do not complete an apartment vacating request.

I will contact my Complex Manger to schedule a checkout appointment at least **5 days** before my assigned transfer date which will be determined by Residence Life Office. I will be notified of this date by email.