Family & Graduate Housing
Transfer Request Form

*When your name comes up on the transfer list, the following process will occur: 1) The Maintenance Supervisor will inspect your current apartment. 2) The Grounds Supervisor will inspect the exterior aesthetics of your unit. 3) The Assistant Director of Family & Graduate Housing will approve your eligibility for a transfer. 4) The Family & Graduate Housing Office will notify you by telephone call and mail of a new housing assignment. 5) You then have two days to accept or decline the unit. 6) A $50.00 transfer fee is due at the time the transfer takes place. 7) During the transfer, you will pay rent on both units and will have a maximum of five (5) days to move.

**A transfer will not be offered to individuals until any balances are paid in full.**

Date: ________________

Name of Student: ____________________________________________

Student ID # ____________________ Phone # ____________________

Current Address: ____________________________________________

Request to Move to (please be specific): __________________________

__________________________________________________________

Reason for Request: _________________________________________

Date of Requested Move: ______________________________________

Number of Bedrooms: (please circle one) 1  2  3

Furnished _____  Unfurnished _____  Either _____

Smoking _____  Non-Smoking _____  No Preference _____

*Please see other side*

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### Family Members:

<table>
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<th>Name</th>
<th>Age</th>
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Signature: ______________________________ Date: __________

### FOR OFFICE USE ONLY:

- **Key In Permission:**  
  - □ YES  
  - □ NO  
  - APT. __________

- **Condition of current unit:**  
  - GOOD  
  - FAIR  
  - POOR

  Signature of Maintenance Supervisor

- **Exterior Appearance of Unit:**  
  - GOOD  
  - FAIR  
  - POOR

  Signature of Grounds Supervisor

- **Final Approval:**  
  - APPROVED  
  - DENIED

  Signature of Assistant Director

Reason Denied (if applicable):  

________________________________________________________________________  

________________________________________________________________________