



DAEMEN

ResLife
HOUSING & RESIDENCE LIFE

ROOM CHANGE REQUEST FORM

Instructions: Complete the personal information, and your requested move section (Room Swap, **OR**, Open Bed). Submit this form to Residence Life before the Room Change deadline. Decisions and moving protocols will be emailed within 3 business days of receiving completed forms. You may **NOT** move unless you receive email confirmation from Residence Life. Moves may not occur from Canavan to the Campus Apartments (or vice versa). Residence Life reserves the right to deny requests. Contact residence.life@daemen.edu with any questions.

PERSONAL INFORMATION:

First & Last Name: _____ Current Building/Room: _____

Student Signature: _____ Cell Phone Number: _____

OPTION 1: ROOM SWAP:

Have the student you request to swap rooms with fill-in the line below. They do not need a separate form.

First & Last Name: _____ Current Building/Room: _____ Signature: _____

Your entire room(s) or apartment(s) must approve of the room swap by signing below.

Building/Room: _____ Roommate 1: _____

Roommate 2: _____ Roommate 3: _____

Building/Room: _____ Roommate 1: _____

Roommate 2: _____ Roommate 3: _____

OPTION 2: OPEN BED MOVE:

If requesting to move to an open bed space, select and complete the "specific room" or "any room" option below.

A) Specific Room Move (Mark X): _____ Requested Building/Room: _____

The requested room or apartment must approve of the move by signing below.

Building/Room: _____ Roommate 1: _____

Roommate 2: _____ Roommate 3: _____

OR

B) Any Room Move (Mark X): _____ Gender of Space: M F Gender-Neutral/Any

Residence Life Office Use Only:

Desk Received (date): _____ By (Staff): _____ RAs Emailed: _____

Campus Safety Emailed: _____ eRezLife/Roster: _____ Move Completed: _____