



ROOM TRANSFER REQUEST FORM

Pace University Housing & Residential Life ~ New York City Campus

Pace Resident: Complete Sections 1 and 2 and **take this form to your Residence Hall Coordinator**. The resident is responsible for completing all required paperwork in validating the room transfer. Please refer to the Resident Community Guide, pages 6-7 for appropriate room transfer protocol.

SECTION 1; (Please print neatly)

Name _____ Date _____

ID Number _____ Telephone Number _____

Hall/Room _____ Class Status _____ Sex _____

SECTION 2;

Requesting transfer to Hall/Room (if known) _____

I am requesting a Room Transfer:

- In order to live with a friend (name _____)
- Lifestyle/Housing style preference (please indicate preference _____)
- Roommate Conflict (applicable after mediation attempt only)
- Other _____

Are there any halls/room types that you are NOT willing to move to? _____

I understand that this request **does not** guarantee a room transfer. The Office of Housing and Residential Life will do its best to accommodate my request based upon space availability.

Student Signature _____ Date _____

2003-2004 Residence Hall Coordinators			
Maria's Tower	Sanya Cowan	516 E. Maria's Tower	212-346-1034
Fulton Hall	Brian Guerrero	106 Fulton 3 rd Floor	212-346-1295
New School	Brian Guerrero	106 Fulton 3 rd Floor	212-346-1295
St. George	Shimon Reece	106 Fulton 2 nd Floor	212-346-1295

For Office Use Only

Date _____	Request is;	APPROVED	NOT APPROVED
Current Residence Hall Coordinator Signature _____			



ROOM TRANSFER CHECKLIST (APPROVED TRANSFERS ONLY)

Please follow the established steps for finalizing your change.

Meeting with your Residence Hall Coordinator;

- Obtain the Room Transfer Checklist and your copy of Room Assignment Notification (*RAM*) Form.

Official Check-out from former room;

- Make an appointment with your Resident Advisor to check out of your room within 72 hours of the approval. Failure to do so may result in forfeiture of room transfer.
- Complete check-out portion of Room Condition Report (*RCR*) for former room
- Return former room key to your Resident Advisor. For St. George residents, return key to the Front Desk Clerk.
- Return mailbox key to Auxiliary Services (B-Level mailroom) (not applicable to St. George).
- Call Paytec (1-800-962-4772.) to change extension number (PIN number will remain the same) (not applicable to St. George).

Official Check-in to new room;

- Complete check-in portion of *RCR* for new room with Resident Advisor.
- Retrieve new room key from your new Resident Advisor. For St. George residents, obtain your key from the Front Desk Clerk.
- Retrieve new mailbox key from Auxiliary Services (not applicable to St. George).
- For St. George residents; Verizon will not transfer your phone line. You will need to install a new line.

Attention: Failure to complete any one of these tasks may lead to unnecessary confusion and conflict for you, your roommate(s), and the Office of Housing and Residential Life. If you do not comply with the proper check-out procedures you may incur an improper check-out fee of \$50.00. Please follow the checklist provided to avoid any difficulties. Thank you.