



ROOM CHANGE REQUEST FORM

GUIDELINES:

1. The Housing and Residence Life office seeks to provide housing for as many students as possible, and to maintain a residence hall environment that is conducive to student development. **To affect these goals, Housing Services reserves the right to assign persons to all vacant spaces, to make room changes, and to approve/refuse room changes.** Consistent with University policy, no room assignment will be made or changed on the basis of race, creed, color, or national origin.
2. All parties to the room change must indicate their agreement to the request for the room change by signing this form, **except in the case where Housing and Residence Life is administratively assigning a student to a vacancy.** If a student has difficulty in making a change, the Housing and Residence Life staff may make an administrative reassignment to another space.
3. A room change is officially approved when this form is completed and returned to the appropriate housing office, and processed by that office.
4. Moving students will receive their new keys at the time of approval, and will have possession of keys to the new and old room to complete their room change.
5. The actual moving involved in the room change must be completed within 72 hours after the appropriate area office has approved the change. If not completed within the 72 hours, the change approval may be rescinded, improper check-out charges and lock change fees applied.
6. The room change is complete when the Room Condition Form (RCF) for the room that you are moving out of is completed by a Resident Advisor and returned with room/suite keys to the office that oversees the old room by a residence life staff member.
7. **Any student making a room change without approval from Housing and Residence Life Office may be subject to disciplinary action and/or may be reassigned to his original assignment.**

I have read and understand the room change guidelines.

Signature: _____ Date: _____

THE BUILDING YOU ARE MOVING INTO:	AREA OFFICE RECEIVING THIS FORM:
East & Main Campbell, Main & West Eggleston, New Residence Hall East, Payne, Pritchard, Peddrew-Yates, and Slusher Wing & Tower	Peddrew-Yates phone: 540-231-9811 Area Office located at the first floor lobby.
Barringer, Graduate Life Center at Donaldson Brown, Johnson, Miles, Newman, Oak Lane Community, O'Shaughnessy, Thomas - civilian, Vawter.	Newman Hall phone: 540-231-3419 Area Office located on the basement floor, closest to O'Shaughnessy Hall.
Ambler Johnston, Cochrane, Harper, Hillcrest, Lee, New Hall West	Ambler Johnston phone: 540-231-5018 Area Office located in the first floor lobby, entrance off Washington St.
Corps of Cadets: See your company commander or visit the Office of the Commandant.	VTCC phone: 540-231-6413 Office of the Commandant, 143 Brodie Hall

Invent the Future

STEPS TO A ROOM CHANGE FOR NON-THEME and CIVILIAN AREAS:

1. Get a list of available vacancies and a room change request form from the housing or an area office.
2. Contact the individuals on the list. We strongly suggest you actually speak to the current resident. Get the necessary signatures on this form (new roommate, old and new resident advisor [RA]).
3. Return with the completed form to the **area office for that residence hall** (as listed). If the space is still available, the office will give you process your requested room change.
4. Receive the keys for the new room from the area office. You will have keys to both the old and new room while making the room change.
5. Complete the move within 72 hours.
6. Check out of your old room by contacting any RA in your old residence hall. Ask the RA to retrieve the Room Condition Form (RCF) for your check-out inspection. Sign and return the completed RCF and old room key(s) to your old RA.
7. Failure to complete the move and return these items by the deadline will result in improper check-out charges and possible lock change charges.
- 8) Student Telecommunications (CNS), Residential Mail Services, and Hokie Passport Services Office will be notified of your change.
 - a) Your authorization code for long distance will remain the same.
 - b) Your mailing address will be updated in the University system. All mail addressed to your old University address will be forwarded. Please be sure to update your friends & family of your new mailing address.
 - c) For students moving between residence halls; Hokie Passport Office will provide you dual access to both residences for 72 hours to complete your move.
- 9) Contact your new RA to obtain the RCF and complete the check-in section for your new room assignment.

Please direct any questions to Housing and Residence Life at New Hall West Suite 144, 540-231-6481, or at housing@vt.edu.

Name: _____ Student ID #: _____

Current Room Assignment: _____

Requested Room Assignment: _____

New Roommate's Name: _____

New Roommate's Signature: _____ Date: _____

Current Resident Advisor's Signature: _____ Date: _____

New Resident Advisor's Signature: _____ Date: _____

Office Use Only		
Date Received:	Processed By:	HOMS Status #: