



Housing and Residential Life

**APARTMENT CHANGE REQUEST FORM**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Banner ID (004234567): \_\_\_\_\_ Access ID (ab1234): \_\_\_\_\_  
 Current Building: \_\_\_\_\_ Current Apartment Number: \_\_\_\_\_

Are you requesting to move to an apartment that is already occupied? Yes \_\_\_\_\_ No \_\_\_\_\_  
 (If yes, please complete this section.)

Building Name: \_\_\_\_\_ Apartment Number: \_\_\_\_\_  
 Effective Date? \_\_\_\_/\_\_\_\_/\_\_\_\_

If you have roommates in your current room, you must obtain their signatures. All current roommates must sign this form before the request will be considered. If you do not have roommates please leave blank.

Roommate Name _____	Signature _____
Roommate Name _____	Signature _____
Roommate Name _____	Signature _____
Roommate Name _____	Signature _____
Roommate Name _____	Signature _____

You must obtain the signatures of your new roommate(s). All new roommates must sign this form before the request will be considered.

Roommate Name _____	Signature _____
Roommate Name _____	Signature _____
Roommate Name _____	Signature _____
Roommate Name _____	Signature _____
Roommate Name _____	Signature _____

Are you requesting to move to a new apartment? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If yes, what building and what type of apartment are you requesting to move to? Please circle

- |                  |               |
|------------------|---------------|
| UNIVERSITY TOWER | EFFICIENCY    |
| CHATSWORTH TOWER | ONE BEDROOM   |
| DEROY            | TWO BEDROOM   |
|                  | THREE BEDROOM |

Effective Date \_\_\_\_/\_\_\_\_/\_\_\_\_

If you have roommates in your current room, you must obtain their signatures. All current roommates must sign this form before the request will be considered. If you do not have roommates please leave blank.

Roommate Name _____	Signature _____
Roommate Name _____	Signature _____
Roommate Name _____	Signature _____
Roommate Name _____	Signature _____
Roommate Name _____	Signature _____

**Please initial each statement below acknowledging you understand the terms of this request.**

\_\_\_\_\_ I understand that apartments cannot exceed the Occupancy Policy:

No more than 2 persons may occupy efficiency or a 1 bedroom apartment.

No more than 3 persons can occupy a two bedroom at Deroy.

No more than 4 persons may occupy a 2 bedroom at University Tower and Chatsworth Tower. No more than 6 people can occupy a 3 bedroom apartment.

\_\_\_\_\_ I understand Wayne State Housing reserves the right to approve or deny any apartment change request.

\_\_\_\_\_ I understand that an apartment change is not official until I receive an approval e-mail from the Apartment Coordinator via my Wayne State e-mail address.

\_\_\_\_\_ I understand if I am approved for an apartment change, I will have 48 hours to move by belongings out of my current apartment. I must also do a proper check out and return my key with the building staff.

-----I understand if I do not do a proper check out of my current apartment within 48 hours of the effective date for my new apartment, I might accrue extra rent charges for my current apartment.

\_\_\_\_\_ I understand I will be responsible for rent for the new apartment from the date my request is effective.

\_\_\_\_\_ I understand that The Office of Housing and Residential Life does not clean occupied apartments. It is the responsibility of the current residents to make sure the apartment is clean when you move in. However if you have any maintenance issues the you would like to report once you move in, please submit the request online at <http://wsufixit.com>. All questions regarding those requests can be directed to the front desk of your building.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_