

Apartment Roommate Request Form

PROCESS

- All current apartment residents and the person(s) requesting to add must read and sign this Apartment Roommate Request Form.
- Person (s) requesting to add must complete an [Unfurnished Apartment License Agreement](#) and pay the \$125.00 non-refundable application fee.
- Within **5 business days**, the person (s) requesting to add will receive an email to their Wayne State email address approving or denying their request.
- If your request is approved, you must bring a copy of the confirmation email to the front desk of the building on the effective date to receive your key. An electronic copy is acceptable.

BILLING

- Changes to billing for all apartment residents, including additions, will only occur on the first of the month.
- If a resident is added to an apartment after the first of the month, housing costs will begin on the first of the following month. Residents currently assigned to the apartment are responsible for all prior housing charges.
- Residents already living in the apartment will not see adjustments to their bill, if applicable, until the 1st of the month.

TERMS: By completing and submitting this form, you agree and acknowledge that you've read, reviewed and agree to the terms and conditions of the Apartment Roommate Request Form, [Unfurnished Apartment License Agreement](#), and [Community Living Guide](#).

- The person (s) requesting to add is moving to an apartment that is currently occupied and The Office of Housing and Residential Life does not clean occupied apartments. It is the responsibility of the current resident (s) to keep his or her apartment in a clean living environment.
- Apartments **CANNOT** exceed the [Occupancy Rate Policy](#):
 1. No more than 2 persons may occupy a 1 Bedroom apartment in University Towers.
 2. No more than 4 persons may occupy a 2 Bedroom apartment in University Towers.
 3. No more than 6 persons may occupy a 3 Bedroom apartment in University Towers.
- This form is NOT a request to change rooms within WSU Housing. If you currently reside in campus housing and wish to change rooms, you must make your request during the designated Room Change Periods. Please see specific dates under room assignments in the [Unfurnished Apartment License Agreement](#).

Please complete all THREE sections on the back of this form to request to add additional roommates

Section 1:

Building Name:		Apartment #:	

Section 2: To be completed by person(s) requesting to ADD to the apartment listed.

Last Name	First Name	Banner ID	Move in Date	Signature

Section 3: To be completed by person(s) CURRENTLY RESIDING in the apartment listed.

Last Name	First Name	Banner ID	Signature	