



**RESIDENCE ROOM CHANGE REQUEST FORM**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Student Number: \_\_\_\_\_ Phone number: \_\_\_\_\_

Current room: \_\_\_\_\_ Requested room or room type: \_\_\_\_\_

**What is your reason for this request?**

- I am experiencing housemate conflict
- I want to live with a specific roommate
- I prefer a single bedroom
- I prefer a shared bedroom

- I want to move to another style of housing (apartment or townhouse)
- Other: \_\_\_\_\_

**Please note:** If your request is due to a housemate issue, you must follow the steps outlined in the Residence Guide prior to being considered for a room change. Please speak to your Residence Advisor or the Residence Life Coordinator for support.

Students will be contacted via their UToronto email if their room change request can be met. Submitting this form does not guarantee a room change.

**Room change fees**

Students who have room changes approved will be charged a **\$250 room change fee**. This fee consists of a \$100 administrative fee and a \$150 room cleaning and maintenance fee.

Additionally, students are responsible for all extra fees pertaining to changing room types. For example, moving from townhouse style to apartment style or from a shared bedroom to a single bedroom will result in an increase to your housing fees. Current room rates are available on the Student Housing & Residence Life website for your reference. Fees for differing room types will be prorated to the time spent occupying each room type.

**Acknowledgement**

I understand and accept all room change fees posted to my ACORN account. I also understand that I am responsible for arranging my own move as well as all related expenses.

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



**FOR OFFICE USE ONLY:**

House ID Assigned: \_\_\_\_\_

Fee Assessed: \_\_\_\_\_

Date of House/Room Change: \_\_\_\_\_

Signature: \_\_\_\_\_