

GENERAL INFORMATION (Please Print)

Name **University ID #** 0 0 -

Email **Phone Number**

RIT Housing Operations will communicate with you via your RIT email account. You are responsible for maintaining the email address and checking it consistently.

Including Area Code

WHERE ARE YOU CURRENTLY LIVING?

<input type="checkbox"/> RIT Apartment/UC Suite	Complex Name	Apt./ Suite #	Room
<input type="checkbox"/> Global Village	Bldg. #	Suite #	Room
<input type="checkbox"/> Greek Free Standing	Bldg. Name	Room #	
<input type="checkbox"/> Residence Halls	Bldg. Name	Room #	
<input type="checkbox"/> RIT Inn	Room #		
<input type="checkbox"/> Off Campus			

WHAT RESIDENCE HALL/APARTMENT/SUITE OR GREEK FREE STANDING BUILDING ARE YOU REQUESTING TO MOVE INTO?

<input type="checkbox"/> RIT Apartment/UC Suite	Complex Name	Apt./ Suite #	Room
<input type="checkbox"/> Global Village	Bldg. #	Suite #	Room
<input type="checkbox"/> Greek Free Standing	Bldg. Name	Room #	
<input type="checkbox"/> Residence Halls	Bldg. Name	Room #	

When are you requesting to move into your housing?

My signature below indicates that I understand and agree to the following:

- * The residence hall room/apartment/suite/bedroom/bathroom I am requesting to move into will not be refreshed; therefore no painting, cleaning, or carpet cleaning/replacement will be completed during the time I am on contract for this space.
- * I agree not to accept keys from a roommate or a former resident.
- * Rent charges will begin on the date I have indicated above or the date I sign out my keys, whichever comes first.
- * I understand that this request is pending an inspection by Facilities Maintenance staff. In the event there are conditions in the space that Facilities Maintenance staff need to address prior to allow occupancy, I understand this request may be denied and I would need to remain in my current assignment or move into interim housing until the space is ready.
- * If approved for move in "as is", I understand I am responsible for reporting any conditions that exist in the residence hall/apartment/suite/bedroom/bathroom at the time of my move in. I will complete the online inventory assessment form available at myhousing.rit.edu and submit to RIT Housing Operations within 48 hours of my move in date. Conditions reported that are part of a refresh, carpet cleaning, painting and/or cleaning will not be addressed per this "as is" agreement.
- * In the event that there are conditions that require repair, I will submit a maintenance request online at myhousing.rit.edu.

Signature

Date

Office Use Only	<input type="checkbox"/> Inspection Completed	Date _____	Initials _____
	Approved for "As Is" <input type="checkbox"/> Yes <input type="checkbox"/> No	Reason _____	
	<input type="checkbox"/> Assignment Staff Notified		
	<input type="checkbox"/> Student Notified		