

Summer 2008 Vacancy Request Form

Due Date: May 5, 2008

I/we understand and agree to the following:

1. This form is valid for only the semester indicated.
2. This form becomes invalid for any room, apartment or suite if the entire room, apartment or suite is entirely vacant before a requested roommate accepts reassignment to the space.
3. If a Vacancy Request form is received after 5:00 p.m. on the published due date and a room reassignment offer is already pending for a vacancy in that room, apartment, or suite, the Office of Residential Life will consider the Vacancy Request **if and only if** the pending offer is declined.
4. It is the responsibility of the current residents(s) to notify the Office of Residential Life in writing of changes to this request.
5. Should circumstances warrant, the Office of Residential Life may suspend consideration of Vacancy Requests at any time.
6. When a vacancy occurs in the room, suite or apartment, the Office of Residential Life will be authorized to reassign the requested roommates listed below without notice and without consultation with the current residents. This reassignment may not be refused.
7. For this request to be honored, all current residents of the room, apartment, or suite at the time a vacancy occurs must have consented to the request by inking their signature and supplying their student ID number below.

Building:

Room/Apartment:

Current Resident(s)

	Student ID #	Signature	Gender	Smoker
1.	<input type="text"/>	_____	<input type="checkbox"/> M <input type="checkbox"/> Y <input type="checkbox"/> F <input type="checkbox"/> N	
2.	<input type="text"/>	_____	<input type="checkbox"/> M <input type="checkbox"/> Y <input type="checkbox"/> F <input type="checkbox"/> N	
3.	<input type="text"/>	_____	<input type="checkbox"/> M <input type="checkbox"/> Y <input type="checkbox"/> F <input type="checkbox"/> N	
4.	<input type="text"/>	_____	<input type="checkbox"/> M <input type="checkbox"/> Y <input type="checkbox"/> F <input type="checkbox"/> N	
5.	<input type="text"/>	_____	<input type="checkbox"/> M <input type="checkbox"/> Y <input type="checkbox"/> F <input type="checkbox"/> N	
6.	<input type="text"/>	_____	<input type="checkbox"/> M <input type="checkbox"/> Y <input type="checkbox"/> F <input type="checkbox"/> N	

Requested Roommate(s)

	Student ID #	Signature	Gender	Smoker
1.	<input type="text"/>	_____	<input type="checkbox"/> M <input type="checkbox"/> Y <input type="checkbox"/> F <input type="checkbox"/> N	
2.	<input type="text"/>	_____	<input type="checkbox"/> M <input type="checkbox"/> Y <input type="checkbox"/> F <input type="checkbox"/> N	
3.	<input type="text"/>	_____	<input type="checkbox"/> M <input type="checkbox"/> Y <input type="checkbox"/> F <input type="checkbox"/> N	

I/We will not be filling the vacancy.

I/We request the vacancy be filled with these Roommate(s).

ITHACA