



Housing Affairs Council  
*Moving Request Form*

### General information

By using this form, you are requesting to move to another room within the available UCR campus locations. Villex will try to accommodate your needs as well as possible, taking your preferences into account. Filling out this form does not guarantee that your request will be granted.

Name

Email address

Phone number

Current address

Expected graduation moment (Fall/Spring + Year)

Requested campus

Requested room\*

Backup campus\*

*\* only if applicable*

Please select *one* of the following:

- I only want to move to the specifically requested room.
- If the specified room is unavailable, I would still like to move to the requested campus location, but not to any other location.
- If both the room and the campus are not available, I would like to move to the specified backup campus location.
- If the specified room, the specified campus and the specified backup campus are not available, I would still like to move to another location.



### Terms and Conditions

1. Please fill in this form, sign it digitally, and send it to [hac@ucr.nl](mailto:hac@ucr.nl). You need to submit it to the HAC **before the 19th of November 2018**.
2. Villex has final say over the approving of moving requests.
3. The HAC cannot be held responsible for any delays or inconveniences arising from a delay in confirming whether the request is possible.
4. Applications of students in arrears will not be considered by Villex.
5. Moving is only possible between **January 7<sup>th</sup> and January 9<sup>th</sup>, 2019**. You will not have to pay double rent. If you cannot move during these dates you cannot submit a moving request.  
**There are no other options for moving dates.**
6. If your application is approved, Villex will contact you directly to discuss practical matters and further details.
7. You will receive final confirmation of your application before the end of the semester.
8. Once your request has been approved, you have to pay a fee of €65,00 to Villex.

By signing this form, I declare that I have read the terms and conditions above and I agree to them. I understand that handing in this form does not guarantee that I can move. I understand that I can only move between the 7<sup>th</sup> and 9<sup>th</sup> of January 2019, I cannot have a rent arrear, and I have to pay a fee of €65,00.

*Signature tenant*