

ROOM SWAP FORM

Once you obtain signatures on this form, you will need to meet with one of your Lead Staff members to exchange keys (bedroom key, apartment key, mail key, etc.) with the resident you are switching with. Not returning the keys for your new space at move-out could result in fees at the end of the academic year. If you are unsure what keys you should have, please ask your Lead Staff member.

By signing below, I acknowledge that I am occupying the room as stated below, and that I am accepting the new space in 'As Is' condition. I understand that I will only have access to the bedroom/apartment key for the room I occupy as stated below and I will be responsible for any damages in that room.

Building and Apartment*/Room Number: _____

| Name | Perm | Signature |
|------|------|-----------|
| | | |
| | | |
| | | |
| | | |

Wants to swap rooms with:

Building and Apartment*/Room Number: _____

| Name | Perm | Signature |
|------|------|-----------|
| | | |
| | | |
| | | |
| | | |

*Apartment residents should include bedroom assignment (i.e. A, B, etc.)

We have communicated with all of our roommates to inform them of the swap.

Effective Date of Change: _____

Staff Signature: _____

Lead/Admin Staff: Please email this form to housinginfo@housing.ucsb.edu once complete.