

## Contract Transfer Request: Residence Hall/ Apartment

Students in the undergraduate residence halls and apartments must complete this form, have their Resident Director sign, and turn in the form to Cal Housing through email to [reshall@berkeley.edu](mailto:reshall@berkeley.edu).

NAME: \_\_\_\_\_ STUDENT ID #: \_\_\_\_\_

GENDER: M F Self-Identify: \_\_\_\_\_ CLASS STANDING: New Freshman New Transfer

EMAIL: \_\_\_\_\_ Continuing Student

### SIGNATURES (REQUIRED)

I agree to pay the appropriate rate if transferred to a room that has a different cost than my current room. I agree to move when required. I understand that I cannot reverse or change my request once the transfer has been granted.

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

RESIDENT DIRECTOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

(To locate your RD's contact information, go to [reslife.berkeley.edu/staff/staff-directory](http://reslife.berkeley.edu/staff/staff-directory))

### CURRENT LOCATION

Blackwell Clark Kerr Channing Bowditch Enclave Garden Village Martinez Commons

New Sequoia Panoramic Berkeley Unit 1 Unit 2 Unit 3 Wada

#### CURRENT ROOM OCCUPANCY:

Quad converted to Single Double converted to Single Double **CURRENT BUILDING & ROOM NUMBER:**  
 Triple converted to Single Triple converted to Double Single \_\_\_\_\_

### REQUESTED LOCATION (SELECT ALL THAT APPLY)

#### RESIDENCE HALLS:

(For housing rates, please visit [housing.berkeley.edu/rates](http://housing.berkeley.edu/rates))

Blackwell Clark Kerr Martinez Commons (priority to continuing and transfer students)

Unit 1 Substance-Free Environment Unit 1 Unit 2 Unit 3

#### APARTMENTS: Continuing and Transfer Students Receive Priority

Channing Bowditch Enclave Garden Village Martinez Commons

New Sequoia Panoramic Berkeley Wada

#### REQUESTED ROOM OCCUPANCY:

Quad to Single Triple to Single Double to Single Single Triple Minisuite to Single Minisuite Double Minisuite to Single Minisuite Single Minisuite

Quad Suite to Single Suite Triple Suite to Single Suite Double Suite to Single Suite Single Suite **REQUESTED BUILDING & ROOM NUMBER (if applicable):**

Triple to Double in Apartment Double in Apartment Single in Apartment \_\_\_\_\_

### REASON FOR TRANSFER

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