

## Room Move Request Form

Your reference number: \_\_\_\_\_

Family Name: \_\_\_\_\_

First Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Mobile telephone number: \_\_\_\_\_

Current hall: \_\_\_\_\_

Flat/Room Number: \_\_\_\_\_

Student Number: \_\_\_\_\_

I would like to move to [Hall/Flat]: \_\_\_\_\_

Room type [if applicable]: \_\_\_\_\_

**PLEASE NOTE:**

- There is a £30 administrative charge per student. We will try to fulfil all requests subject to availability
- All moves must be completed within 24 hours and keys for old room returned to the Accommodation Office you are leaving or you will be charged for two rooms.
- No moves can be made within three weeks of arrival

**Signature:** .....

**Date:** .....

<b>AO use:</b> Rent checked: Student contacted by:	..... .....
MDX Accommodation Team advised:	Date:
Agreed move	Date: