

**Housing and Residence Life Office
Apartment Transfer Request Form**

Current apartment tenants are permitted to transfer from one apartment or apartment unit to another so long as the transfer request is received in the Housing and Residence Life Office in a timely manner and space is available. Please note the following important information before you submit your Transfer Request.

1. Transfers are granted on the basis of date received, and availability.
2. Students who are currently on the waitlist and have not yet received an apartment will be assigned first. Students requesting to transfer will then be assigned as space is available.
3. Tenants requesting to transfer from one apartment or apartment complex to another must have lived in their current apartment or complex for one full semester before they may transfer to a different apartment.
4. There is a \$75 fee for all transfers.

Instructions

Please complete the following information and return this form to the Housing and Residence Life Office (3502 Hedgcock) or email completed form to housing@nmu.edu.

Name: _____ NMU IN: _____

Email Address: _____

Current On-campus Address: _____

Requested apartment area (if more than one, please rank up to three)

Norwood/Center Street	Lincoln Avenue	Lincoln Townhouses	Woodland Park Apts.*
<input type="checkbox"/> Two-bedroom (double)	<input type="checkbox"/> One-bedroom (single)	<input type="checkbox"/> Two-bedroom (double)	<input type="checkbox"/> Efficiency (single)
	<input type="checkbox"/> One-bedroom (double)		<input type="checkbox"/> One-bedroom (single)
			<input type="checkbox"/> Two-bedroom (double)
			<input type="checkbox"/> Four-bedroom (quad)

*all apartments are furnished

Furnished or Unfurnished? Furnished Apt. Unfurnished Apt.

Requested Roommate: _____ NMU IN: _____

(Note that if your requested roommate will also be transferring apartments, they must fill out and return an Apartment Transfer Request Form)

Signature (Required)

I understand that I will be charged a \$75 transfer fee if my apartment transfer

Signature

Date

Office Use Only: Date Received: _____