If you are living and/or storing your belongings in Caltech housing past June 15th, you MUST move to your summer assignment. The move period will be between Saturday, June 15th and Sunday, June 16th (you MUST move as soon as your room is ready, you will have 2 hours to complete your move)

Please follow these procedures:

1. Wait to receive “Room Is Ready” email notification
   - Do not move your items until you have access to your new room.
2. Go to the Housing Office to pick up the new combo, sign in and get this Room Move Form
3. Once you complete your move, submit the Room Move Form to the Housing Office (Make sure your previous room is empty before submitting the room move form).

Additional Charges that may apply:
- Failure to submit the Room Move Form upon completion of move - $100.00
- Damages/missing items/furniture assembly/excessive cleaning will also be charged – amount varies
- Summer Contract Cancellation fee - $100.00

Room Move Form - Housing Office

Name: ___________________________ _____________________________
Last Name     First Name

Last Day of Residence or Move Date: _____________________________

Moving Out Of                                      New Room Assignment
House or Building: _____________________________
Room Number: _____________________________
Current Room Combo: _____________________________
(Please write combo in the form (24) – 3, with simultaneous pushes in parenthesis)

House or Building: _____________________________
Room Number: _____________________________

E-Mail Address: _____________________________ Telephone #: _____________________________

Signature: _____________________________ Date: _____________________________

* Remove all personal belongings from your room. Items left behind will be disposed of at your expense.
* If you are checking out after business hours you can submit this form to the Housing Office drop box located to the right of our front doors.

FOR CALTECH HOUSING OFFICE USE ONLY
☐ Update Roster   ☐ AIM   ☐ Update SHS   ☐ Board   DATE: _____ BY _____