FURNITURE CHANGE REQUEST FORM

Please visit our Web site: www.uky.edu/housing>click “Graduate & Family”>choose “policies” and then “f” for Furniture to review current furniture information and policy.

Please print this form. The completed form can be submitted in one of the following ways: 1) dropped off at the Housing office; 2) faxed to 859-323-1900; or 3) sent by email as a PDF or scanned attachment to paulalicato@uky.edu.

NOTE: Furniture changes for a roommate will not be processed. The roommate must go to the Housing office, complete an application, sign a Lease Agreement, and pay a security deposit. The furniture request will be submitted at that time. The $25.00 charge still applies.

FURNITURE CHANGE REQUEST

Resident Last Name: ____________________________________ Resident First Name: ____________________________________

Apartment Community (choose one):
__Greg Page, __Shawneetown, __Commonwealth Village, __Rose Lane

Apartment Number: ________________________ Email Address: _________________________________________________

I understand that there will be a one-time charge of $25.00 to make this change, if approved.
Please initial: __________

Please check applicable item:

____ REMOVED all furniture ____ REMOVE bed(s) Explain: ____________________________

____ ADD Single Bed Explain: ____________________________

If you are adding a bed for a child, please provide date of birth: ________________________________________________

____ ADD Double Bed Explain: ____________________________

Double beds are provided only for married couples. If your marital status has changed, it will be necessary for you to bring a copy of your marriage license/certificate with this form to the Cooperstown office.

____ Other Change. Explain: ____________________________