



DESIGNATED MOVE IN/OUT PERSON

Date: _____

I, (the Agreement / Contract holder) _____
Print Name

authorize _____
Print Name (must match name on their photo-ID presented upon arrival)

to have temporary access for the purposes of moving my belongings into my unit at

Address

on _____
Date

Signature of Agreement / Contract Holder: _____

This authorization **must** be signed by the Agreement/Contract holder and include a photocopy of their photo-ID driver's license or passport.

Please note, the Front Desk staff will provide the designated person access to the room/unit, but will not release room/unit keys to this person. Additionally, the designated person will be required to leave photo identification (driver's license, or passport) at the Front Desk while they have access to the room/unit. When they return to claim their ID, the Front Desk will confirm your room/unit has been secured.

To confirm authorization this completed form and requested documentation must be returned to the residence desk that you are moving to:

- | | |
|---|-----------------------|
| Acadia Park/Fairview Crescent/Fraser Hall | acadia@housing.ubc.ca |
| Walter Gage | gage@housing.ubc.ca |
| Marine Drive | marine@housing.ubc.ca |
| Place Vanier | vanier@housing.ubc.ca |
| Thunderbird | tbird@housing.ubc.ca |
| Totem Park/Ritsumeikan | totem@housing.ubc.ca |