

# Designated Move-In/Move-Out Request Form

## UBC Student Housing



OFFICE USE ONLY

RLM/RFDSC signature

Date

UBC Student Housing residents can use this form to request approval for someone else to move their belongings in or out of their unit while they are away from residence.

### How to request approval

- › Complete the form below.
- › Submit this form in-person (to your residence front desk) or by email (addresses below).
- › Include 1 copy of your government issued photo ID (e.g., driver's licence or passport).
- › **Deadline to submit:** 2 business days before the move/access date.

**Approval:** Front Desk Supervisors or Residence Life Managers can provide approvals. Requests made via email will be confirmed via email.

### Move-in/Move-out details (please print)

<input type="text"/>	<input type="text"/>
Designated person's name	Date of move
<input type="text"/>	<input type="text"/>
Resident's name	Resident's email address
<input type="text"/>	<input type="text"/>
Building	Unit/Room
<input type="text"/>	
Resident's signature	

### Moving Day Information

#### When can your move occur?

- › **Weekdays:** 10 am–8 pm
- › **Weekends/holidays:** 10 am–6 pm (except for Thunderbird)

*Moves must occur on a single date. Multi-day moves are not permitted.*

#### What does your designated person need to bring?

Government-issued Photo ID, which matches the information provided above. Staff will hold their ID at the front desk while the move is in-progress.

#### Will your designated person be given room keys?

No. Staff will escort your designated person to the unit and they will not be given keys.

#### What happens when the move is finished?

Your designated person must return to the front desk to pick up their photo ID and let staff know the move is complete, so that they can secure the room.

#### Residence email addresses (for emailed requests)

**Acadia Park/Fairview Cres./Fraser Hall**  
acadia@housing.ubc.ca

**Brock Commons/Exchange/Iona House**  
exchange@housing.ubc.ca

**Marine Drive**  
marine@housing.ubc.ca

**Orchard Commons/Ritsumeikan**  
orchard@housing.ubc.ca

**Place Vanier**  
vanier@housing.ubc.ca

**Ponderosa Commons**  
pond@housing.ubc.ca

**Totem Park**  
totem@housing.ubc.ca

**Thunderbird**  
tbird@housing.ubc.ca

**Walter Gage**  
gage@housing.ubc.ca