

# Furniture Removal Request

Name: \_\_\_\_\_ ID # \_\_\_\_\_

Building: \_\_\_\_\_ Room # \_\_\_\_\_

Furniture to be removed: \_\_\_\_\_

Resident Assistant Signature: \_\_\_\_\_

**(It is the students responsibility to have all furniture returned to the room at the end of the year or there will be a \$50.00\* charge for noncompliance. Failure to submit this request may result in charges for missing or lost furniture during the check out process at the end of the semester.)**

**Note: Students in the Averett Commons cannot remove furniture.**

**\*Please note after October 21<sup>st</sup> there will be no more furniture removals.**

## Authorizations

Director of Residence Life Signature: \_\_\_\_\_

Area Coordinator Signature: \_\_\_\_\_

Maintenance/Housekeeping: \_\_\_\_\_

I \_\_\_\_\_ acknowledge all terms and conditions of this contract and agree to honor each condition as stated by the office of Residence Life.

Student Signature: \_\_\_\_\_