

PROXY FORM

Name: _____ Student ID: _____ Date: _____

Phone No. _____ Email Address _____

Any Other Contact Info (fax, voice mail, etc.) _____

Housing Category:

- Single Undergraduate Single Graduate
 Couple without Children Student with Children

Gender:

- Male Female

Quarter/Semester:

- Aut Qtr/Sem Win Qtr/Spr Sem Spr Qtr Sum Qtr

Designated representative: Name: _____

Housing Assignment Services

Please check the appropriate box:

Draw/Lottery/Waiting List:

I wish to designate this person as my representative to accept or decline my housing assignment. I understand that if my representative declines or fails to confirm a housing assignment for me, my name is withdrawn from further consideration for assignment to University housing and I am held responsible for any applicable administrative fees. I understand that if my representative accepts a housing assignment for me, I will be under contract for the entire academic year and will be held financially responsible for all housing fees. It is my responsibility to ensure that my representative contacts Housing Assignment Services and that he/she responds to all appropriate deadlines. I understand that I must be registered for the quarter in which I am accepting an assignment. Further, I must sign a Residence Agreement before moving in to my assignment and must move in by the date that my space is available unless I have notified the residence office that I will arrive at a later date. The space I have been assigned to can only be held for up to seven days. I also understand that rent will be charged from the beginning of my contract period even if I arrive late.

Walk-ins/Continuous Assignments:

I wish to designate this person as my representative to accept or decline a housing assignment. I understand that if my representative accepts a housing assignment for me at Walk-ins or through the continuous assignment process, I will be under contract for the entire academic year and will be held financially responsible for all housing fees. *I cannot later refuse this assignment or be released from my contract.* I understand that I must be registered for the quarter in which I am accepting an assignment. Further, I must sign a Residence Agreement before moving in to my walk-in assignment and must move in by the date that my space is available unless I have notified the residence office that I will arrive at a later date. The space I have been assigned to can only be held for up to seven days. I also understand that rent will be charged from the beginning of my contract period even if I arrive late.

Proxy for the Walk-in Meeting ONLY. Date of meeting: _____

Proxy for Walk-in Meeting AND daily Walk-ins thereafter. *Remember to contact HAS or your proxy to let them know to withdraw this proxy when/if you have found alternate housing arrangements!*

Walk-in Meeting

Residence Choices: _____

(use codes from residence chart) 1 2 3 4 5 6 7 8 9 10

_____ 11 12 13 14 15 16 17 18 19 20

Final Choice (you must check one):

- Assign me only to the residences I have listed above.
 Assign me to any residences for which I am eligible.

* If there are any residences that you do not wish to be assigned, please indicate: _____

Signature: _____