



## Accommodation swap form

Please ensure that **all** parts of this form are completed three working days before the proposed moving date. Please return the completed form to the Residential Services Office. Swaps are not permitted during the first two weeks of Autumn Term and after 22 April each year.

**Proposed moving date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Name student 1:** \_\_\_\_\_

LSE ID number: \_\_\_\_\_

Current residence: \_\_\_\_\_ Room: \_\_\_\_\_

Gender: \_\_\_\_\_ PG / UG?: \_\_\_\_\_

**Name student 2:** \_\_\_\_\_

LSE ID number: \_\_\_\_\_

Current residence: \_\_\_\_\_ Room: \_\_\_\_\_

Gender: \_\_\_\_\_ PG / UG?: \_\_\_\_\_

### Permission of Wardens

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

### Acknowledgement of Hall Managers / Administrators

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**NOTE:** Please check all payment arrangements, regulations and tenancy agreements are in place at the residence to which you propose to move. We' won't be able to accept responsibility for privately agreed payment arrangements.