

# Facilities Operations Housing Request

Use this form to request housing. **Sponsors accept full responsibility for their visitor.**

Requesting Department: \_\_\_\_\_

Department Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Host's Name

Host's Signature

**Payment Source:**

Individual

\*Department: Provide KFS Account \_\_\_\_\_

## Tenant Information

Visitor's Name: \_\_\_\_\_

Visitor's Phone: \_\_\_\_\_

Visitor's E-mail: \_\_\_\_\_

Dean/Director     Faculty     Post Doc     Other: \_\_\_\_\_

Arrival Date: \_\_\_\_\_

Departure Date: \_\_\_\_\_

## Preferred accommodations

# of Bedrooms \_\_\_\_\_

# of Bathrooms \_\_\_\_\_

Proximity to campus \_\_\_\_\_

Special Requests/Limitations: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

Department Head's Name

Department Head's Signature

\*If UConn will pay rent on behalf of a tenant, please complete the "Supplemental Information Request for Tax Compliance Form" found at <https://tax.uconn.edu>

\*\*If there is a change to the Payment Source, Facilities Operations must be notified prior to the signing of the lease.

Please submit completed form via email to [FOBSRentalProperties@uconn.edu](mailto:FOBSRentalProperties@uconn.edu)