

## Helpful Links for Occupants

### [Chapter Room Sublease Release Request](#)

To be completed by the occupant that wishes to be released from his existing sublease. This must be completed and authorized by all parties including the chapter president, chapter treasurer and guarantor. If approved, the occupant would receive move out information.

### [Charge Appeal Request](#)

Anytime there is a charge applied onto an occupant's account which they would like to dispute, they can submit an appeal request for RPG to consider. This must be received within 2 weeks of the charge being applied onto the account. Appeals will not be considered after the 2-week timeframe.

### [Membership Deposit Request](#)

To be completed by a member who has a membership deposit on file within 6 months of graduation to request and receive the balance of their membership deposit. Proof of graduation is required. Prior to disbursement, all occupant accounts will be reviewed, and funds applied if there are outstanding balances. If approved, the occupant would receive the balance via ACH or check payment.

### [Move-In Inspection Form](#)

To be completed by every occupant upon the beginning of their occupancy term for their individual living space and all common areas. This form states the condition of the property upon move-in and should note in detail any/all conditions including existing damages. Photos as attachments are highly encouraged. This form is due to RPG within 7 days of occupancy. Failure to submit this form within the deadline is a statement that the property has no prior existing damage, and the occupant would be held accountable for all aspects of the facility.

### [Room Transfer Request](#)

Anytime an occupant would like to move rooms during the middle of their sublease, they must notify RPG 60 days prior and receive RPG approval. There is a \$150.00 fee to move rooms.