



## Replacement Request Form

1. Member Name:		2. Date:	
3. House:		4. Room#/Size:	
Replacement from date:		5. Replacement to date:	
6. I wish to have my contract replaced for the following dates:  From: _____ To: _____			
7. List/Describe all reasons for this replacement request:			
8. Date I will move out:		9. I will not be moving into the house. <input type="checkbox"/> Y <input type="checkbox"/> V	
10. How many days notice do you require to vacate your room upon replacement? (Not more than 7 calendar days.) _____			
11. If you remain in the room until a new contract is signed for your space, will you be willing and able to evacuate the space on 24 hours notice? <input type="checkbox"/> Y <input type="checkbox"/> V			
12. I have already recruited a replacement: <input type="checkbox"/> Y <input type="checkbox"/> V		13. My replacements Name is: _____ Email: _____	
14. My Forwarding Address where I can be reached after moving: Address:			
City		State:	Zip:
Phone:		Email:	

### Replacement Request Agreement

**1:** I understand that my replacement request will not be processed without the signed original of this form on file in the ICC Membership Office.

**2:** I am expected to make a good faith effort to find a suitable replacement. If I successfully recruit a new member who signs a contract for my space, I will be released from all contractual obligations to my house and the ICC for the term of the replacement contract. The prospective new member must submit an application and must be a suitable replacement as defined by the Membership Policy Manual. If I am successful in recruiting a new member to the ICC as my replacement, the filling of my space will supersede other existing vacancies. The ICC will assist me in finding a suitable replacement. The ICC in no way guarantees that a successful replacement will result. Therefore, it is important that I do whatever I can to find a replacement. These conditions apply when there is no existing waitlist.

**3: If there is a waitlist** or if I am unsuccessful in locating a replacement, the ICC will fill spaces in my house in the following order: 1. Any previously uncontracted spaces, or spaces that has recently become available in the house; 2. The unfilled portion of any Fall-Only contracts; 3. In order according to the date received on the Replacement Request Form.



4: If I have given Step Two a good try, and it looks like I am not going to be able to find a replacement, I should then pick up a **House Charges Release Form** and take it to my House President. The house should vote at the next house meeting (or an emergency meeting if need be) on granting me a release from house charges. If my house votes to approve my release from house charges, **house officers must sign and file the Release from House Charges Form with the ICC office. I understand that I will still be responsible for all ICC charges.**

In the event that a suitable replacement has not been found and a house vote fails to release me from house charges, I may still petition the ICC Contract Release Committee for a release from ICC charges. In the meantime, I should continue to pursue Step Two.

**4. Release from ICC Charges:**

**A.** If the CRC approves my request for a release from ICC charges, I am no longer obligated to pay any ICC charges for the dates that my release is effective. However, I am still obligated to pay off any outstanding balance on my account, as well as a pro-rated share of any assessment my house may incur when the house accounts are closed. I may also be entitled to a pro-rated share of any house rebates.

**B.** If the CRC has voted not to release me then I remain obligated to continue payment of ICC charges. Any decision of the CRC may be appealed but I must inform the committee in writing within 14 days of receiving notification. I will ask the ICC's Director of Member Services for help and details.

**5. My signature on both sections of this form indicates that** I have read and understand the rules set forth in this form. I additionally acknowledge the following:

- My current contract remains in effect until my space has been signed for by a suitable replacement. I remain, therefore, responsible for all house and ICC charges.
- Signing this form entitles the ICC to advertise my space and replace me if possible.
- If a suitable replacement signs a contract for my space, I must relinquish my space.
- By signing this Replacement Request Form I am relinquishing my seniority rights (or rights to a specific room) for the contract period in question starting from the date signed above, unless my house constitution reads otherwise,
- If there is a hold on my space by someone wishing to replace me, I may not rescind this replacement request until the hold date has expired.
- I understand that I will be notified in writing by mail or email if I am replaced. Verbal notification of my replacement is neither sufficient nor final.

Member's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

FOR OFFICE USE ONLY:						
Form received:	_____	Initials:	_____	Date:	_____	
Database corrected:	_____	Initials:	_____	Date:	_____	
Replaced by:	_____	Initials:	_____	Date:	_____	
Released by House	YES	NO	Initials:	_____	Date:	_____
Released by ICC CRC	YES	NO	Initials:	_____	Date:	_____
Member Notified	YES	NO	Initials:	_____	Date:	_____