



Read first!

WIRING YOUR TELEPHONE TO YOUR ROOM

- Order a Verizon telephone account at (800) 483-4000.
- To expedite the order, tell the representative the Village is connected with a university. Ask them to “route to U.C. and put a university suffix” on the order.
- Verizon makes the line active to your apartment building only. Occasionally it might be sent directly to your room, but this is rare...with all the movement at this facility (transfers, move-ins, move-outs), it is usually required for a technician to come to the property.
- Therefore, you have to order the room wiring for a separate fee. Verizon will quote an additional amount to you, often at \$42.50 or more. That is why Foundation Housing Service offers the wiring for \$20.00.
- Complete this **Telephone Wiring Request** form if you are not having the phone company do the room wiring for you.... **do not submit a request if you do not need our technician’s help or you will be charged \$20, regardless.**
- Be sure to find out the activation date from Verizon. The Verizon activation date is not the day you order service, but the date the line can be found at your building by the wiring technician.
- Any or all apartment-mates may request service on the same form and share the cost of \$20 among them if the requests can be completed on one visit. But the work cannot be started before the last Verizon activation date.
- We do not guarantee how long it will take for us to grant your wiring request, because other maintenance priorities come first. Whenever possible, however, we try to do your work on the first business day following the Verizon activation date.
- **Telephone Wiring Request** on opposite side: The resident submitting the request must provide his/her Social Security Number and \$20 will be charged to that account when the work is completed. The requester is responsible to collect shared charges from apartment-mates, as applicable.
- All residents in the apartment must sign the form, indicating their awareness of the work being requested. This is not only common courtesy, but the number of lines available is limited and signatures show they agree with the request.

(OVER)



TELEPHONE WIRING REQUEST

Date of Request _____

Requester's Name _____ Bronco ID# _____ Bldg. _____ Apt. _____ Room _____
 (I agree to the charge of \$20 that will be posted to my account.)

PHASE I (BLDGS. 10-130): Maximum of 2 different phone numbers, 3 locations

	<u>ADD NEW</u>	<u>VERIZON ACTIVATION DATE*</u>	<u>KEEP OLD</u>	<u>DISCONNECT</u>	<u>TECH / COMPLETION DATE</u>
Bedroom 1	# _____	_____	# _____	# _____	_____
Bedroom 2	# _____	_____	# _____	# _____	_____
Common Area	# _____	_____	# _____	# _____	_____

PHASE II (BLDGS. 140-270): Maximum of 1 different phone number per bedroom

	<u>ADD NEW</u>	<u>VERIZON ACTIVATION DATE*</u>	<u>KEEP OLD</u>	<u>DISCONNECT</u>	<u>TECH / COMPLETION DATE</u>
Bedroom 1	# _____	_____	# _____	# _____	_____
Bedroom 2	# _____	_____	# _____	# _____	_____
Bedroom 3	# _____	_____	# _____	# _____	_____
Bedroom 4	# _____	_____	# _____	# _____	_____
Common Area	# _____	_____	# _____	# _____	_____

PHASE III (BLDGS. 95-135): Maximum of 1 different phone number per bedroom

	<u>ADD NEW</u>	<u>VERIZON ACTIVATION DATE*</u>	<u>KEEP OLD</u>	<u>DISCONNECT</u>	<u>TECH / COMPLETION DATE</u>
Bedroom 1	# _____	_____	# _____	# _____	_____
Bedroom 2	# _____	_____	# _____	# _____	_____
Bedroom 3	# _____	_____	# _____	# _____	_____
Bedroom 4	# _____	_____	# _____	# _____	_____
Common Area	# _____	_____	# _____	# _____	_____

* VERIZON ACTIVATION DATE IS NOT THE DATE YOU ORDERED SERVICE, BUT A SEPARATE ONE GIVEN TO YOU BY THE CUSTOMER SERVICE REPRESENTATIVE.

PHASE I RESIDENT SIGNATURES

Room 1A: _____
 Room 1B: _____
 Room 2A: _____
 Room 2B: _____

PHASE II RESIDENT SIGNATURES

Room 1: _____
 Room 2: _____
 Room 3: _____
 Room 4: _____

PHASE III RESIDENT SIGNATURES

Room 1: _____
 Room 2: _____
 Room 3: _____
 Room 4: _____

Charged in StarRez _____ Initial _____ Date _____