IMPORTANT DATES

Sunday, April 28 - Sunday, May 5
Extended Quiet Hours from 7:00p.m. – 10:00a.m.

Sunday, May 5 - Saturday, May 11
24 Hour quiet hours begin at 7:00p.m. on May 5 and last through 8:00a.m. on Saturday, May 11.

Monday, May 6 - Friday, May 10
Final Exam Week

Thursday, May 9
Trucks open for Donate Don’t Dump from 12:00p.m. - 6:00p.m.

Friday, May 10
Trucks open for Donate Don’t Dump from 10:30a.m. - 6:00p.m.

Friday, May 10
Market places close at 2:00p.m.

Saturday, May 11
Trucks open for Donate Don’t Dump from 10:00a.m. - 12:30p.m.

Saturday, May 11
Residence Halls close at 12:00p.m. All students must be checked out by this time.

*Students must move out of the halls within 24 hours of their last final

* Graduating seniors may request to stay until 12:00p.m. on Sunday, May 12

MOVE OUT TIPS

Plan Ahead
Talk with your roommate, or suitemate, about any room damages that have occurred before you checkout of the residence hall. To claim responsibility for damages, or for missing items, go to the front desk Monday through Friday between 8:00a.m. - 4:00p.m.

Moving carts will be available, but in high demand. Consider bringing a hand cart or dolly, if possible.

Utilize Free Boxes
Don’t go out and purchase packing boxes. Help us recycle and pick up boxes at Burge, Catlett, Hillcrest, and Mayflower.

Avoid The Busy Hours
Friday and Saturday are the busiest checkout times. Be patient with our staff as we check residents out as efficiently as possible. Also, consider an alternate checkout time within the available timeframe. We ask that students move out of the residence halls within 24 hours of their last final.

Residential Dining Amnesty
Have you borrowed a cup from a market place? Please kindly bring any tableware back to your market place or amnesty box located in the lobby. The result of these disappearances is thousands of dollars spent on replacement costs which are passed onto the residents by way of increasing board plan rates.

Don’t Forget Your Bike
Don’t want to take it with you? Any bikes that are NOT donated and are left in bike racks on university property will be removed and disposed of.
ROOM CHECKOUT OPTIONS & PROCESSES

Express Checkout
You may complete an express checkout at any time. Choosing an express checkout means that your room will be checked at a later date and you will waive your right to appeal any damage charges that may be assessed after the final room inspection is completed.

- Remove all belongings from your room and clean your room.
- Lock your door.
- Check your mailbox one last time.
- Return carts.
- Go to the front desk, bring your room key and student ID, and ask to complete an express checkout.
- Turn in all keys and checked out items.
- An RA will check your room for damages at a later date, if there are damages, you will receive that information by email.

Traditional Check Out
Available Saturday, May 4 through Friday, May 10 from 8:00a.m. - 10:00p.m., or Saturday, May 11 from 8:00a.m. - 12:00p.m. An RA will escort you to your room and complete the checkout.

- Remove all belongings from your room and clean your room.
- Lock your door.
- Check your mailbox one last time.
- Return carts.
- Go to the front desk, bring your room key and student ID.
- Turn in all keys and checkout items.
- An RA will escort you to your room.
- The RA will inspect the condition of your room and ensure all belongings have been removed and complete the checkout form. If there are damages, you will receive an email with your charges and information on the appeal process.
- The RA will lock the door behind you and you will no longer have access to the room.

Alternate Checkout Time
If you need to check out overnight between 10:00p.m. - 8:00a.m. and would like an RA to come with you to complete the checkout, you must request an alternative check out time in the hall coordinator’s office at least 24 hours in advance to be considered for approval. The hall coordinator office is open from 8:00a.m. - 4:30p.m.

Emergency One Night Stay
A student with an unexpected circumstance that prevents them from checking out by 12:00p.m. on Saturday, May 11, may request a late stay from their hall coordinator. If the hall coordinator approves the request, a $50 charge will be billed to the student's university account. Students granted a one night checkout extension must move their belongings from the residence hall, complete all checkout processes, and return their keys by 12:00p.m. on Sunday, May 12. Failure to do so will result in additional charges for improper checkout and lock changes.

Interim Housing
Students who currently live in the residence halls and are registered to live with University Housing and Dining for Summer 2019 may request to stay in their Spring 2019 room from Saturday, May 11 until Tuesday, May 14 for a fee of $30/day. No meal service is provided. Students can sign up for interim housing online with their Summer 2019 housing application or in the University Housing and Dining administration office in 4141 Burge Hall. Students will be emailed when their summer room is ready in Currier Hall, and must be completely moved out of their Spring 2019 room by 8:00a.m. on Wednesday, May 15. Students are responsible for transporting their belongings to Currier Hall and properly checking out of their Spring 2019 room.

RA INSPECTION & ROOM CONDITION CHECKLIST

Each resident is responsible for the general condition of their assigned room, as well as the area outside their room. All residents are expected to leave their room in a manner similar to the condition at the beginning of the contract period.

During checkout, all student rooms will be thoroughly inspected for damage. The residents of the room will be billed equally for any damage and/or missing residence hall property, unless one roommate claims responsibility. If a room requires additional cleaning, all residents will be assessed. You will be checked on the following:

- Floors swept/carpet vacuumed (where applicable)
- Doors—decorative paint and writing removed (inside and outside)
- Doors/walls cleaned/tape removed
- Desks, bookshelves, cabinet, and vanities cleaned out
- Personal bathrooms/kitchens cleaned (where applicable)
- Draperies and screens on windows
- Trash and recycling bins present in the room
- Sinks cleaned
- Closets cleaned
- Windows closed and locked
- Room furnishings (all present and in good condition)
CLEANING, DAMAGE & IMPROPER CHECK OUT FEES

Check out
Improper Check Out: $50.00

This fee will be assessed for the following reasons:
- Not being checked out by 12:00 p.m. on Saturday, May 11.
- Scheduling an after hours check out with an RA and failing to be on time for your checkout time.
- Failing to check out with the front desk and completing all necessary paperwork.

Cleaning
Excessive cleaning needed: $25/hour, per person
Furniture Removal: $25 per hour minimum charge

Damages
Chair Replacement: $109
Mirror Replacement: $45 - $90
Smoke Detector: $40 per hour (reconnect)
Smoke Detector: $126 (replace)
Painting: $35/hour
Holes in Wall: $180 starting rate
Screens: $25 - $346

Lock Change
Room key is not turned in: $125

Missing items
Garbage Can/Recycling Bin: $10
Failure to Return Compost Bin: $10

*All prices are subject to change

DONATE DON'T DUMP

Keep valuable items out of the landfill. CommUnity donation bins will be available in the residence hall lobbies beginning Friday, May 3 to accept donations of non-perishable food items, toiletries, and cleaning products. Household items/clothing donation carts will be available in lobbies beginning Wednesday, May 8 to accept donations of gently used clothing and small household goods. For larger items, a donation truck will be available by Burge, Catlett, Hillcrest, and Mayflower Thursday, May 10 until Saturday, May 11. Please read the posters on the various bins and donate items in good condition. For more information visit recycle.uiowa.edu.

Accepted Items
- Clothing and accessories
- Unused, unperishable food items
- Most electronics (including computers)
- Housewares

Not Accepted
- Items needing repair (except computers)
- Broken/stained furniture
- Box TVs

*Futons and mini fridges only accepted at Mayflower and Catlett

CHANGE OF ADDRESS

You will receive an email informing you how to change your address for the summer. The default is your permanent address. Also remember to change your university address on MyUI. To access MyUI visit uiowa.edu

- Go to the university web page
- At the bottom of the page, select “My UI”
- Log in with your HawkID and password
- Select “Student Records”
- Select “Change of Address”
- Enter the effective date and then select “Change Address”

At this point, you have effectively changed your address with the University of Iowa. Changing your address with the university will ensure that items that normally are sent via campus mail will have your correct summer address.

In addition to updating your address in My UI, you must set up a forwarding address with the United State Postal Service. You can do it online at moversguide.usps.com or in person by stopping at the post office.

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