**MOVE OUT TIPS**

**PLAN AHEAD**
Talk with your roommate or suite-mate about any room damages that have occurred before you check-out with an RA. To claim responsibility for damages, go to the front desk Monday-Friday between 8:00am - 4:00pm.

If you're taking a trip home near the end of the semester, considering moving out some of your non-necessity belongings early, such as winter clothing or decor items.

Moving carts will be available, but in high demand. Consider bringing a hand cart or dolly to help expedite the process.

**UTILIZE FREE BOXES**
Don't go out and purchase packing boxes. Help us recycle and pick up boxes at either Burge or Hillcrest Market Place.

**AVOID THE BUSY HOURS**
Friday and Saturday are the busiest check-out times. Be patient with our staff as we check residents out as efficiently as possible. Also, possibly consider an alternate check out time within the available timeframe.

**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**
Any bikes left in bike racks on university property will be removed and disposed of. If it’s still working and you no longer want it, donate it!

**DONATE DON’T DUMP**
Donate your usable items at one of our Goodwill donation trucks located at Burge, Hillcrest and Mayflower. Donated items can include furniture, decor, clothing, electronics and other working accessories. More information is available at [sustainability.uiowa.edu](http://sustainability.uiowa.edu).

In the residence hall lobbies there will also be bins available for you to donate items to: Crisis Center - Accepting unused perishable food items, toiletries, etc; Goodwill - Accepting gently used smaller items.

**CHECK OUT PROCESS**

1. Remove any remaining belongings. Leave bagged trash in the middle of your room. Trash bags are available at the information desk.
2. Once your room is entirely empty and cleaned, go to the information desk with your room key and student ID.
3. Turn in all checked out keys and information desk items (DVs, vacuums, etc.).
4. Check your mailbox one final time.
5. An RA will escort you to your room.
6. An RA will inspect the condition of your room and ensure all belongings have been removed. The RA will fill out the Room Condition Checklist. You will sign it and receive a copy with any damages and charges noted. (More info in section below)
7. The RA will lock the door behind you. You will no longer have access to the room.
8. Return carts to the front desk.

**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 check-out, 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 BILLED. You will be checked on the following:

- Floors swept/carpet tape removed (where applicable)
- Doors—decorative paint & writing removed (inside & outside)
- Doors/walls cleaned/tape removed
- Communication outlet in working order
- Desks, bookshelves, cabinet and vanities cleaned out
- Personal bathrooms/kitchens cleaned (where applicable)
- Draperies and screens on windows
- Sinks cleaned
- Closets cleaned
- Windows closed and locked
- Room furnishings (all present and in good condition)
- Remove all personal property, including privately owned carpet and furniture, and dispose of at the proper location. Contact the front desk for disposal location. Unwanted items may be disposed of beginning Monday, May 9.
**ALTERNATE CHECK OUT TIME**

If you need to check out between 10pm and 8am, 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.

**EMERGENCY ONE NIGHT STAY**

A student with an unexpected circumstance that prevents them from checking out by 12:00 Noon on Saturday, May 14, 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 12:00 Noon on Sunday, May 15, 2016. 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 & Dining for Summer 2016 may request to stay in their Spring 2016 room from Saturday, May 14 until Monday, May 16 for a fee of $30/day. No meal service is provided. Students can sign up for Interim Housing on online with their Summer 2016 housing application on in 4141 Burge Hall. Students will be emailed when their summer room is ready in Daum Hall, and must be completely moved out of their Spring 2016 room by 4:00pm on Tuesday, May 17. Students are responsible for transporting their belongings to Daum Hall and properly checking out of their Spring 2016 room.

**CHANGE OF ADDRESS INSTRUCTIONS**

You will receive an email informing you how to change your address for the summer. The default is your parents' address. Also remember to change your university address on ISIS. To access ISIS:

1. Go to the University Web Page
2. Select the item Current Students/ISIS
3. Select ISIS/MyUIowa
4. Log in with your HawkID and Password
5. Select Student Records
6. Select Change of Address
7. 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.

**FINAL ROOM CONDITION EVALUATIONS**

Maintenance & Custodial Services will be entering ALL student rooms beginning Sunday, May 15, to conduct routine room checks and service.

Residence Education staff will also enter every room to conduct room condition evaluations. If any items which are prohibited by University of Iowa policy are found—they may be confiscated and residents will face disciplinary action upon their return. If you have any questions, contact your building information desk.

**TYPICAL CLEANING, DAMAGES & IMPROPER CHECK OUT FEES**

**IMPROPER CHECK OUT**

This fee will be assessed for the following reasons:

- Uncleaned room
- Not surrendering your keys and other university property at the front desk
- Not checking out during the available check out times
- Not accompanying an RA to your room for inspection
- Not signing the Room Condition Checklist
- Not being in the checkout line by 12:00 noon on Saturday, May 14.

**CLEANING**

- Kitchen Unit: $25.00 per hour/per person
- Bathroom: $25.00 per hour/per person
- Room Door: $25.00 per hour/per person
- Furniture Removal: $25.00 per hour minimum charge

**DAMAGES**

- Lock Change: $122.60
- Chair Replacement: $109.00
- Door Repainted: $35.00 per hour
- Mirror Replacement: $45.00 - $190.00
- Smoke Detector: $76.00 per hour (reconnect)
- Smoke Detector: $126.00 (replace)
- Paint Entire Room: $280.00
- Holes in Wall: $180.00 (minimum)
- Screws: $25.00 - $346.00

*All prices are subject to change.

**DAMAGE CHARGES & APPEAL PROCESS**

Should charge amounts assessed to you not be available at the time of your departure, a copy of the RCC will be emailed to your university email account. Assessed damages will normally appear on your June university bill.

To appeal any damage charge(s) follow these guidelines. Only typewritten appeals will be accepted from the student billed. Appeal letters must state the specific charge(s) being appealed and the reason for the appeal. Appeals from parents and/or guardians will not be accepted. Letters must be received within thirty (30) days of the date the RCC was signed.

**APPEALS SHOULD BE SENT TO:**

Director—Residence Education
The University of Iowa
100 Stanley Hall #260
Iowa City, IA  52242