IMPORTANT DATES

Sunday, April 29 – Sunday, May 6
Extended Quiet Hours from 7pm – 10am

Sunday, May 6
24 Hour quiet hours begin at 7pm through 8am on Saturday, May 12

Monday, May 7 – Friday, May 11
Final Exam Week

Thursday, May 10 – Friday, May 11
Donate Don’t Dump trucks open for donations from 10am – 6pm

Friday, May 11
Market Places close at 2pm

Saturday, May 12
Donate Don’t Dump trucks open for donations 10am – 12pm

Saturday, May 12
Residence Halls close at 12pm noon – all students must be checked out by this time

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

* Graduating seniors may request to stay until 12pm on Sunday, May 13

MOVE OUT TIPS

Plan Ahead
Talk with your roommate, or suitemate, about any room damages that have occurred before you check-out of the Residence Hall. To claim responsibility for damages, go to the front desk Monday-Friday between 8:00 am - 4:00 pm.

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, 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 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.

We ask that students move out of the residence halls within 24 hours after 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? Donate it to the Iowa City Bike Library through our new bike donation program. This program will start on May 7th. Fill out a donation form at the Burge, Hillcrest, or Mayflower front desks. Any bikes that are NOT donated and are left in bike racks on university property will be removed and disposed.
**ROOM CHECK OUT OPTIONS & PROCESSES**

*Clinton Street Apartments*

- You will get an email at the end of April with a link to sign up for a scheduled check-out time. **You must sign up for a check-out time at least 48 hours before the time slot you would like.** If you do not sign up for a scheduled time in advance, you may be charged an improper check-out fee ($50.00).
- Your room must be fully vacated and cleaned by that time slot.
- Your share of the common space must be cleaned.
- Check your mail box one last time.
- An RA will meet you at your room at the designated time slot you signed up for.
- RAs will wait no longer than 5 minutes at your apartment if you are not there. **If you fail to show, you will be charged for an improper check-out.**
- The RA will inspect the condition of your room and ensure all belongings have been removed. The RA will notify you of any charges that will be billed to your U-Bill. You will also receive an email to your University of Iowa email address confirming the charge(s) to be billed and how to appeal.
- The RA will collect your keys and will lock the door behind you. You will no longer have access to the room.

**Alternate Check Out Time**

If you need to check out overnight between 10pm - 8am, you must email an alternative check out time request to justy-bernardy@uiowa.edu 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 pm on Saturday, May 12, 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 13. 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 2018 may request to stay in their Spring 2018 room from Saturday, May 12 until Monday, May 14 for a fee of $30/day. No meal service is provided. Students can sign up for Interim Housing online with their Summer 2018 housing application or in the University Housing & Dining Administration Office 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 2018 room by 8:00pm on Tuesday, May 15. Students are responsible for transporting their belongings to Daum Hall and properly checking out of their Spring 2018 room.

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**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 assessed. You will be checked on the following:

- Floors swept/carpet vacuumed (where applicable)
- Doors—decorative paint & writing removed (inside & 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 noon on Saturday, May 12.
☐ 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: $120.70

Missing items
Garbage Can/Recycling Bin: $10

*All prices are subject to change

DAMAGE CHARGES & APPEAL PROCESS

If you receive damages at the time of checkout, you will receive an email with your final amount of charges. Assessed damages will normally appear on your June university bill. To appeal the charges, you may do so in accordance with the following guidelines:

☐ Appeals will only be accepted from the student.
☐ The appeal request should state the student’s name, ID, residence hall, and room number.
☐ The appeal request must state the specific charge(s) being appealed and grounds on which they are appealing.
☐ The appeal request must be received within thirty (30) days of the date on the receipt of the damage email.
☐ Appeals must be submitted in writing, we will not accept phone calls to appeal.
☐ Appeal request should be addressed to Assistant Director-Residence Education and emailed to: res-education@uiowa.edu.

CHANGE OF ADDRESS

You will receive an email informing you how to change your address for the summer. You must submit a forwarding address with the United States Postal Service and the University of Iowa.

To submit a forwarding address with the United State Postal Service: visit online at moversguide.usps.com or in person by stopping at the post office.

To change your university address on MyUI:
☐ 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.

DONATE DON’T DUMP

Keep valuable items out of the landfill. Crisis Center donation bins will be available in the residence hall lobbies beginning Friday, May 4 to accept donations of non-perishable food items, toiletries, and cleaning products. Goodwill donation carts will be available in lobbies beginning Wednesday, May 9 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 12. 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
☐ Futons and furniture in good condition
☐ Most electronics (including computers)
☐ Housewares

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