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PREPARING FOR MOVING OUT

Please review the following information carefully as you make your plans for moving out of an HFS apartment. The basic steps for moving out are the same regardless of when you plan to leave. If you are planning to move out before the end of the agreement period on August 19, 2018, please see the section on *Moving Out Before the End of the Agreement*. If you are moving out at the end of summer quarter, please see the section on *Moving Out at the End of the Agreement Period*.

**Update Your Local Address at MyUW**

Update your local address at [MyUW](www.myuw.edu) and discontinue subscription deliveries.

- To update your address, log onto your MyUW account, click the Change Student Address link in the Quick Links section, update your Local Address information, and be sure to click the Save button at the very bottom of the screen.
- Failure to update your mailing address may result in items being delayed or returned to sender, or refunds being misdirected to an incorrect address. Mail will be forwarded for 180 days after you check out. You are encouraged to notify your correspondents of your new address to expedite the delivery of your mail.
- Be sure to double check and update your online accounts as well.

Visit your [Application and Assignment home page](https://www.hfs.uw.edu) to update or remove account authorizations on file with HFS. It is important that you do this whether or not you plan to continue being a resident of HFS.

**Move Your Things Out and Clean Your Room**

Remove all personal belongings from your room and apartment.

Thoroughly clean your room and apartment, and return all furniture to its original configuration and location. No personal possessions should be in the room or apartment when you check out. Apartmentmates are responsible for cleaning their apartment shared areas including the kitchen, bathrooms, living room, storage closets and hallway. Any damage or cleaning charges for these areas will be divided equally among the apartmentmates. If you are vacating at the end of spring quarter or summer quarter and you are looking to get rid of unwanted but usable items, please refer to the *SCRAM section* for more details.

To assist in your move-out, carts and vacuums will be available for temporary checkout during Finals Week. Times and locations of cart and vacuum checkout are different in many buildings. Check with your building’s Residential Life staff or front desk to learn specific details. Note that no carts or vacuums are available from the Lander Desk to use for move-out.

**Room Inspection**

Make an inspection appointment with your Resident Adviser (RA) or Community Adviser (CA) no later than 24 hours before you intend to move out.

- If you cannot contact your RA or CA, you may contact another RA or CA in your building by calling the Residential Life Office.
- If you do not make an inspection appointment by the deadline, you may incur improper checkout charges.
CHECKING OUT

Your deadline to check out will depend on when you plan to move out. Residents vacating at the end of a quarter must completely move out by noon on the Saturday of Finals Week.

Check out at your designated location (Lander Desk for Cedar Apartments, Mercer Court and Stevens Court, and the Nordheim Court Office for Nordheim Court) within 15 minutes of completing your room inspection. Take the following with you to your front desk:

- Husky Card for identification
- All keys issued to you when you moved in (i.e., room keys, apartment keys and community center keys).
- Any temporary building access cards
- Parking permit (Nordheim Court only)

Failure to return keys and temporary access cards will result in charges being applied to your account.

If you have an unexpired parking permit, return it to UW Commuter Services or to the Nordheim Court Office if you live in Nordheim Court.

- Parking permits may not be transferred to another individual or vehicle.
- Your parking permit becomes invalid if you move out before it expires.

Charges/Refunds

If you move out without returning your keys, you may be charged for a lock change and/or replacement keys.

If you do not check out by the assigned deadline, you may be assessed a late checkout charge.

If any checked-out items are not returned, or are returned in poor condition, you may be charged for replacement, cleaning and/or retrieval labor.

You may be subject to improper checkout charges if you fail to complete any required steps (i.e., cleaning your room, completing an inspection).

If any cleaning, repair or other charges are assessed after you vacate, these will be deducted from your deposit and the balance, if any, will be refunded to you within three weeks or a statement regarding outstanding charges will be forwarded to you.

Any applicable refund will be mailed within three weeks of your official vacate date.

Dining charges for the quarter during which you move out will remain on your Dining Account for use until the end of that quarter. Dining funds are not refundable or transferable to another account or student.

Account Refunds

Any charges on your housing account must be paid before you vacate. Late charges will be assessed on balances over $200. Account balances can be checked on your Statement of Account page.

Unless your account is held due to charges for damages, cleaning, an unpaid balance or other reasons, any refundable housing deposit will be issued after you vacate. If you are returning to campus for a future quarter, the housing deposit will remain on your account.

The safest, quickest and easiest way to receive your refund is through direct deposit. Direct deposits can be sent to any financial institution within the United States that participates in the Automated Clearing House (ACH). When you provide us with your direct deposit information, any refund will be made directly to your bank account.

If you do not have direct deposit information on file, your refund will be issued by check to your local address in MyUW. Refunds issued by check will be mailed approximately three weeks after you vacate. Please update your address through MyUW prior to vacating in order to expedite the correct delivery of your refund. If your address on file is a non-U.S. address, your refund will be made to the credit/debit card last used to make a payment on your account (if applicable).
Dining Account Funds

Dining Account funds are nonrefundable and nontransferable. Any dining funds remaining on your account after noon on August 18, 2018, will be forfeited.

Please check your balance via the Online Card Office. If you feel that you will have difficulty spending your remaining balance before the end of the quarter, we encourage you to speak with one of the UW Dining market managers regarding the purchase of stocked, bulk items and nonperishables such as cases of bottled beverages or your favorite snack. You can also use your Dining Account to purchase kitchenware from the District Market, whole pies from Pagliacci Pizza, your favorite treat or merchandise from HUB Starbucks, and menu items from Bay Laurel Catering. Lastly, don’t forget to treat your family and friends to lunch, dinner or happy hour at Cultivate, a Zagat and Smart Catch rated, full-service restaurant.

If you have any questions regarding dining options and services on campus, please contact UW Dining at 206-685-4950 or uwdining@uw.edu.

Any balance of funds on your Husky Card Account will remain accessible for your use and will carry over to next year.

Storage

If you need to store your belongings after you vacate, consider contacting a private storage company. One such company that is familiar to the UW and that HFS works with is Dorm Room Movers. You may contact them directly to learn more.

Abandonment

You must remove all personal belongings from your room and shared areas. If items are left in these spaces, you will be charged for any disposal, moving, handling and storage of your belongings.

Rental Reference

HFS can only release information to prospective landlords if you authorize us to do so. Landlord requests must be received in writing by email (hfsinfo@uw.edu) or fax (206-543-3124).

Priority Retention

If you will be away from campus for an academic reason (such as studying abroad) and plan to return to UW on-campus housing, you may request Priority Retention status when you complete your Agreement Termination Notice. HFS staff will confirm your participation in a UW-affiliated program and, if approved, you will be guaranteed a space for the quarter you are returning.

If you are approved for Priority Retention, you will be contacted at your UW email address prior to the start of the quarter you intend to return, and you will be asked to complete a housing application.
Vacating Midterm—Early Termination Notice

The information in this section does not pertain to residents moving out at the end of the agreement period.

You must let us know of your intent to vacate by submitting an online Agreement Termination Notice.

Before you submit your notice, please review your agreement, particularly Section XVI, which addresses charges associated with moving out before the end of the agreement period including situations which may exempt you from termination charges.

If you live in a studio in Cedar Apartments, Nordheim Court, Mercer Court, or a one-bedroom apartment in Nordheim Court, a pre-vacate inspection will be scheduled after you file your Agreement Termination Notice. You will receive a 48-hour notice of this inspection, but you do not need to be present. You must still schedule a final inspection with your RA/CA.

Termination Deadline

To avoid late termination notice charges, be sure to submit your Agreement Termination Notice by the deadline shown below:

If you submit your notice after the deadline specified above, you will be charged a $15 per day late notice charge.

Agreement Termination Deadlines

<table>
<thead>
<tr>
<th>MOVING OUT ON OR BETWEEN</th>
<th>SUBMIT TERMINATION NOTICE</th>
<th>CHECKOUT DEADLINE</th>
<th>EARLY TERMINATION CHARGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 9, 2017 and December 16, 2017</td>
<td>On or before October 31, 2017</td>
<td>December 16, 2017</td>
<td>$500*</td>
</tr>
<tr>
<td>December 17, 2017 and March 17, 2018</td>
<td>On or before January 31, 2018</td>
<td>March 17, 2018</td>
<td>$500*</td>
</tr>
<tr>
<td>March 18, 2018 and June 9, 2018</td>
<td>On or before March 31, 2018</td>
<td>June 9, 2018</td>
<td>$500*</td>
</tr>
<tr>
<td>June 10, 2018 and August 18, 2018</td>
<td>No notice required</td>
<td>August 18, 2018</td>
<td>None*</td>
</tr>
</tbody>
</table>

*You will remain responsible for ongoing charges through the end of your agreement regardless of when you submit your notice or when you move out, unless you are eligible to participate in the First Out-First In process, in which case your room charges will be prorated as of the date an eligible student who is not currently a agreement holder checks in to a room in 12-month apartments. First Out-First In order is based on students’ checkout dates.

You will not be charged for your agreement termination if you are able to provide documentation that establishes one of the following:

- You are no longer a registered student at the UW.
- You have been approved by the UW for a hardship withdrawal.
- You are participating in a UW study abroad program for UW credit.
- You are being deployed or assigned for service in the armed forces including reserve forces.
- You have completed your academic program or are graduating.

If you are moving out to participate in a study abroad program or UW-sponsored internship and wish to return to the residence halls when you return to campus, you may request to retain your assignment priority when you submit your Agreement Termination Notice.
SUBLICENSING AND AGREEMENT TAKEOVER

For both a sublicense or agreement takeover, the apartment and room referred to below is a specific space within an on-campus apartment owned by HFS. Sublicensees and prospective residents will only be permitted to move into the room that the current agreement holder is vacating from. The current agreement holder must still live in their apartment at the time they register their sublicense or agreement takeover, and cannot have an agreement termination notice on file. Rooms are accepted in as-is condition and will not be cleaned or inspected by HFS staff prior to the move-in date.

Sublicense

When a student (sublicensee), with approval by authorized HFS staff, temporarily occupies a room within an apartment during the absence of the current agreement holder. In this case:

- The current agreement holder maintains their agreement with HFS even though they are not occupying their room and will return as an HFS resident at the end of the sublicense period, unless graduating at the end of spring quarter 2017.
- The current agreement holder continues to be responsible for all charges associated with the room including monthly charges, charges for damages and charges for services such as lockout assistance.
- The sublicensee does not sign a housing agreement with HFS for their sublicense period but is responsible for maintaining all the Community Standards outlined in Appendix A of the 12-month apartment agreement.
- The sublicensee makes their housing payment directly to the current agreement holder or to HFS on behalf of the agreement holder. Specific financial arrangements between the agreement holder and sublicensee are made independent of HFS.

ELIGIBILITY FOR SUBLICENSING

The current agreement holder is graduating at the end of spring quarter. The current agreement holder is returning to HFS housing the quarter after the sublicense is completed. For summer sublicenses, this requires the agreement holder to have renewed for the following year.

The sublicense period is for at least four weeks, no longer than one quarter plus adjoining break periods, and closely matches instruction periods at the UW.

The sublicensee is a registered UW student. If the sublicense takes place over autumn, winter or spring quarters, the sublicensee must be registered for that quarter. If the sublicense takes place over summer quarter, the sublicensee must have been registered for spring quarter, be registered for summer or provide documentation that they will be registered for autumn quarter.

The sublicensee meets the requirements for the community they are requesting to sublicense in:

- Mercer Court (D and E)—only graduate students may live at this location
- Cedar Apartments—only undergraduate students may live at this location
- Nordheim Court or Stevens Court—both graduate and undergraduate students may live at these locations

Agreement Takeover

Agreement takeover occurs when a prospective resident is referred to HFS by a current agreement holder and applies for 12-month apartments as a new resident with the intention of taking over the agreement and room assignment for the agreement holder who is vacating their HFS apartment for the rest of the current agreement with HFS. In this case:

- The current agreement holder is vacating permanently and will not be returning to HFS housing.
- The current agreement holder will be responsible for agreement-replacement processing charges and remains responsible for their housing charges until the prospective resident moves in.
- The prospective resident will apply for 12-month housing with HFS, submit a deposit payment, and will sign their own 12-month housing agreement to be maintained for the duration of the current agreement period. The incoming student can apply for future agreements but is not guaranteed assignment to the same room.
- The prospective resident then assumes all responsibilities for the apartment and becomes a current agreement holder with HFS.
ELIGIBILITY FOR AGREEMENT TAKEOVER
The current agreement holder is not eligible for the sublicense process.

The current agreement holder has not yet submitted an Agreement Termination Notice.

The prospective resident has not already applied or been assigned to a 12-month apartment for the current term by HFS prior to applying for agreement takeover.

The prospective resident must be registered at UW's Seattle campus for the current term if the takeover begins during autumn, winter or spring quarters. For takeovers requested to begin over summer, they must have been registered for spring quarter classes or will be registered for summer quarter classes.

For autumn and winter quarters, if HFS already has an established waiting list for a given quarter, agreement takeover requests will not be considered until the waiting list is exhausted.

The prospective resident meets the requirements for the community they are requesting to sign an agreement for:

• Mercer Court (D and E)—only graduate students may live at this location
• Cedar Apartments—only undergraduate students may live at this location
• Nordheim Court or Stevens Court—both graduate and undergraduate students may live at these locations

Finding a Sublicense/Agreement Replacement Partner
A finder forum is available for students to post available apartments and sublicense/agreement takeover interest. Agreement holders and sublicensees/prospective residents are responsible for finding each other and agreeing to apply together independent of HFS.

Registration and Review Process
Sublicenses and agreement replacement will not be permitted without advance written approval from HFS.

For summer quarter, both the agreement holder and sublicensee/prospective resident submit their sublicense/agreement replacement request through your Application and Assignment home page. For all other quarters, contact the HFS Student Services Office at hfsinfo@uw.edu for instructions on how to register.

Once both parties submit the request form, it will be reviewed by HFS staff to verify eligibility.

Requests must be made at least 14 days in advance. A late filing charge ($15 per day) will be assessed, and we cannot guarantee that we will be able to complete processing of the request by the requested start date.

We cannot approve requests if either party has past due charges with HFS.

HFS will notify both parties of the outcome of the request. If the request is approved, HFS will email all parties a confirmation and instructions about how to proceed with their process.

Students participating in sublicensing will need to view our online sublicensing presentation and pass a test on sublicensing.

The agreement holder will be assessed a $50 sublicense/agreement replacement charge.

If the sublicense/agreement takeover requests are received less than 14 days before the requested start date, a $15 per day late filing charge will also be added.

Once their request is approved, students participating in agreement takeover will need to take additional steps to complete the process. The current agreement holder will file their Agreement Termination Notice, and the prospective resident will need to pay their housing deposit and accept the housing agreement.
Vacating without breaking the housing agreement: If you want to leave your apartment at the end of spring quarter or during summer quarter, you can do so without being charged for terminating your housing agreement; however, you are still responsible for paying the monthly charge through the end of your agreement period.

- Submit your Agreement Termination Notice to let us know when you will be vacating.
- Follow all the steps for preparing to move out.

You will be billed for the remainder of the agreement period. If you do not have an application or assignment for an upcoming agreement period, your $500 deposit will be applied toward these charges. You must then pay the remaining balance or make a payment agreement with our Financial Services Office at arhfs@uw.edu for incremental payments.
Moving off campus at the end of the agreement period: Your housing agreement will end at **noon on August 18**. This means you must move out and return your keys to the designated front desk on or before that date.
- You will be billed through the end of your agreement period.
- Follow all the steps for preparing to move out.

**Inspections and Maintenance**

During the gap between agreements, custodial and maintenance staff will enter your unit to perform cleaning and maintenance. As necessary, you will receive additional notifications about these situations. If there is a vacant unit within your apartment, a new resident may be moving in. Please ensure that common areas within the apartment are clean and welcoming for your new roommate. Do not enter or use vacant bedrooms at any time or for any reason or charges will be applied to your housing account.

**If you move out during autumn quarter or winter quarter**, you will be charged a $500 agreement termination charge regardless of when you submit your Agreement Termination Notice. The fee will be waived if you move out because you will no longer be attending the UW.

**If you move out during spring quarter**, you will not be subject to an agreement termination charge. However, you will be responsible for paying full room and dining charges for spring quarter.

If you submit your Agreement Termination Notice after the deadline you will be charged a late termination charge of $15 per day in addition to the agreement termination charge.

If you live in the residence halls for any part of a quarter, you will be charged for housing and dining for the entire quarter; charges will not be prorated upon move-out.

Any money left on your Dining Account will expire at the end of spring quarter.

It is important that you move out on the day you stated in your Agreement Termination Notice. If you do not, you may incur improper checkout charges.

**Charge Exceptions**

You will not be charged for your agreement termination if you are able to provide documentation that establishes one of the following:

- You are no longer a registered student at the UW (not including summer quarter).
- You have been approved by the UW for a hardship withdrawal.
- You are participating in a UW study abroad program for UW credit.
- You are being deployed or assigned for service in the armed forces including reserve forces.
- You have completed your academic program or are graduating (not including summer quarter).
- If you are moving out to participate in a study abroad program or UW-sponsored internship and wish to return to the residence halls when you return to campus, you may request to retain your residence hall assignment priority when you submit your Agreement Termination Notice.
PARKING WHILE MOVING OUT

If you do not have a parking permit, you must purchase a daily permit at one of the gatehouses as you drive onto campus. Please do not leave your car unattended in a parking space unless you have a valid UW parking permit for that area. Cars without permits are subject to parking violations.

West Campus parking locations include parking lots W-39 and W-33, part of parking lot W-10 and part of parking lot W-12, as well as load/unload zones on Adams Lane NE, NE 41st Street, NE 40th Street and Brooklyn Avenue NE.

For Nordheim Court residents, there are several load/unload spaces in front of the building on 25th Avenue NE.
Student Cleanup Recycle and Move-Out

Don't Cram It, SCRAM It!

Simplify your move-out by dropping off unwanted items at the SCRAM (Student Cleanup Recycle and Move-Out) Donation Station at your building. Beginning **Monday, June 5**, SCRAM bins are available for any unwanted items that are clean and in working order.

**FOOD**
Nonperishable, canned or boxed food

**CLOTHING**
Also bedding, shoes, accessories

**OTHER ITEMS**
Books, housewares, electronics, sporting goods, school supplies, toiletries, cleaning supplies

Donations Benefit the Following Organizations:
• Northwest Center
• Real Change
• University District Food Bank

**LOCATIONS**
Cedar Apartments: Cedar East main lounge
Mercer Court: East side of Building A's Great Room
Nordheim Court: Garage level
Stevens Court: Courtyard between buildings B and C, and between buildings M and L