2018–19
MOVE-OUT GUIDE
RESIDENCE HALLS

HOUSING & FOOD SERVICES
UNIVERSITY of WASHINGTON
Division of Student Life
CONTENTS

Getting Ready to Move Out ...........................................3
Checking Out .................................................................5
Charges and Refunds ....................................................6
Moving Out Early ............................................................7
Moving Out End of Spring Quarter ...............................8
Parking ............................................................................9
SCRAM ........................................................................10
Micro-Fridge Return .....................................................11
Spring to Summer Transition .....................................12
GETTING READY TO MOVE OUT

Please review the following information carefully as you make your plans for moving out of your residence hall. The basic steps are the same regardless of when you plan to move out of the residence halls.

Attend the Mandatory Closing Meeting

Attend the mandatory closing meeting that is facilitated by your Resident Adviser (RA). This meeting will provide an overview of all the required steps to move out.

• If you are planning to move out before the end of the agreement period on June 9, 2018, please see the section on Moving Out Early.
• If you are moving out at the end of the agreement, (the end of spring quarter), please see the section on Moving Out at Spring Closing.

Update Your Address at MyUW

Update your mailing address at MyUW and discontinue subscription deliveries.

To update your address, log onto your My UW account, click the Change Student Address link in the Quick Links section, update your Local Address information, and finally 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 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.

Sign Up for Direct Deposit

If you are vacating and not returning to campus housing for a future quarter, you may receive a refund of your housing deposit. The quickest safest, and easiest way to get your refund is by 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.

Remove All Personal Items and Clean Your Room

Remove all personal belongings, thoroughly clean your room, and return all furniture to its original configuration and location. No personal items should be in the room when you check out.

In addition to following the standard cleaning guidelines, roommates are responsible for cleaning their bathroom. Any damage or cleaning charges for these areas will be divided equally among the roommates.

All rooms are inspected by a Residential Life staff member when a resident checks out. You will meet with an RA at the appointed time and sign your Room Condition Report.

• If you rented a micro-fridge, please see the Micro-Fridge Return section for necessary steps.
• If you are vacating at the end of spring quarter and you are looking to get rid of unwanted but usable items, please refer to the SCRAM section for more details.

STORAGE

There is no storage space in the residence halls. If you are vacating temporarily or permanently and need to store your items for a certain period of time, consider contacting a private storage company. One such company that is familiar to the UW and that HFS works with is Dorm Room Movers. They will send you boxes and tape to pack. Their professional and insured movers will pick up your items, store them for the summer and deliver back when you return. Contact them directly to learn more.
Room Inspection
All rooms are inspected by a Residential Life staff member when a resident checks out. You may opt for a Deferred Inspection Checkout or a Standard Inspection Checkout. The Deferred Inspection Checkout option is not available to you if you are the last (or only) person to check out of your room, or if you and your roommates do not agree to the terms on the Deferred Inspection Agreement.

Sign up for a room inspection and checkout appointment by contacting your RA or visiting your Residential Life Office. If you do not make an inspection appointment by the deadline, you may incur improper checkout charges. Contact your Residential Life Office to find out the deadline to sign up for an inspection.

If you are moving out at any time before the end of the agreement, you must sign up for an in-person Standard Inspection. If you are moving out at the end of spring quarter, you and your roommates may qualify for a Deferred Inspection. See the Moving Out at Spring Closing section.

Rental Reference
HFS can only release information to prospective landlords if you authorize us to do so when you submit your Agreement Termination Notice. Landlord requests must be received in writing by email hfsinfo@uw.edu or fax 206-543-3124.

Moving Out to Participate in an Academic Program
If you will be away from campus for an academic reason (such as studying abroad) and plan to return to the UW residence halls, 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 in the residence halls for the quarter that 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.
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.

Within 15 minutes of completing your inspection, check out at your front desk or designated checkout location. You will be asked to present the following:

- Husky Card for identification
- All keys issued to you when you moved in (i.e., room, apartment, bathroom, bike room, community center)
- Any temporary building access cards

Failure to return keys and any 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.

Please note: Parking permits may not be transferred to another individual or vehicle.

Your parking permit becomes invalid if you move out of the residence halls before it expires. You will receive a credit for the unused portion of your parking permit after it is returned.

BEFORE TURNING IN YOUR KEYS CHECK YOUR MAILBOX ONE LAST TIME

During checkout, front desk staff will require you to check your mailbox one last time prior to checking out. If you attempt to check out but have not checked your mailbox, you will be instructed to exit the line and do so before you will be allowed to check out. Don’t wait in line twice, check your mailbox before checking out! After spring closing, mailboxes will be audited, and any mail left in mailboxes will be removed and forwarded if possible.
CHARGES AND 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 to move out (i.e., cleaning your room, completing an inspection).

If any cleaning, repair or final charges are assessed, 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.

Dining funds 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 starting on June 10. 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 reason, 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 sign up by June 9 to receive your refund by direct deposit, you can expect it to be deposited into your account by July 2.

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 by July 15.

DINING

Dining Account funds are nonrefundable and nontransferable. Any dining funds remaining on your account after noon on June 9, 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 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.
MOVING OUT EARLY

If you move out before the end of your agreement period, please submit an Agreement Termination Notice (ATN). You do not need to submit an ATN if you are moving out during spring quarter, or at the end of EFS, interim or summer quarter.

You are responsible for paying housing and dining charges for the entire quarter in which you check out. You will not receive a refund for any portion of a quarter during which you are in occupancy, regardless of whether or not you are occupying the room.

QUARTER | DURATION
--- | ---
Autumn 2018 | September 20–December 15, 2018
Winter 2019 | December 16, 2018–March 23, 2019
Spring 2019 | March 24–June 15, 2019

If you intend to move out during autumn quarter or winter quarter, submit a residence hall ATN by the deadline shown below.

| VACATING DURING OR AT THE END OF AGREEMENT | TERMINATION NOTICE MUST BE SUBMITTED BY | CHECKOUT DEADLINE |
--- | --- | ---
Autumn 2018 | October 31, 2018 | Noon on December 15, 2018
Winter 2019 | January 31, 2019 | Noon on March 23, 2019
Spring 2019 | Prior to vacating | Noon on June 15, 2019

Please Note: 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 ATN. 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 ATN after the deadline shown in the table above, 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. The 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 ATN. 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.
- 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 residence hall assignment priority when you submit your ATN.
You must check out of your residence hall room by **noon on Saturday, June 15**, unless you are moving directly to HFS summer housing or have received a checkout deadline extension. HFS encourages you to check out no more than 24 hours after your last exam in order to maintain an academic environment for those who are still studying. Checking out means cleaning your room, completing an inspection and returning your keys to the designated location.

All rooms are inspected by a Residential Life staff member when a resident checks out. You may opt for a Deferred Inspection or an in-person Standard Inspection. The Deferred Inspection option is not available to you if you are the last (or only) person to check out of your room, or if you and your roommates do not agree to the terms on the **Deferred Inspection Agreement**.

**Standard Inspection Procedure**

Sign up for an inspection appointment by contacting your RA or visiting your Residential Life Office no later than noon on Friday, June 7. Set this appointment for when you know your room will be clean and empty of your belongings. Before the appointment, remove all personal belongings, thoroughly clean your room, and return all furniture to its original configuration and location. No personal possessions should be in the room when you have your inspection.

In addition to following the standard cleaning guidelines, roommates are responsible for cleaning their bathroom and the chalkboard wall surrounding the residence hall doorway. Any damage or cleaning charges for these areas will be divided equally among the roommates.

Meet with an RA at the appointed time for your inspection appointment. You need to sign your Room/Apartment Condition Report.

Follow your RA’s instructions in turning in your keys at the designated location for your building.

**Deferred Inspection Procedure**

Deferred Inspection procedure is not available to residents of single rooms. It is only for the first roommate(s) to leave; the last or only person to vacate a room must follow the Standard Inspection Procedure, as shown above.

Print and complete a **Deferred Inspection Agreement** with all of your roommates—one form per room—and turn it in to your Residential Life Office no later than noon on Friday, June 7.

The first roommate(s) leaving do not need to schedule an inspection appointment or meet with an RA, but all must return their keys to the appropriate residence hall front desk.

Failure to check out and return keys and temporary access cards to your residence hall front desk by noon on Saturday, June 15, or by noon on Sunday, June 16 for those changing rooms into HFS summer housing, will result in charges being applied to your account.

**Checkout Extensions for Graduating Seniors**

If you are participating in commencement ceremonies (i.e., graduating senior, band member, staff member), you may be granted a checkout extension by applying with your Resident Director. You must apply for an extension no later than Friday, June 7. If you are granted an extension, you must check out by 7 p.m. on Saturday, June 15. You may not stay in the UW residence halls past Saturday, June 15 unless you are living with HFS for summer quarter.

Students who are not participating in commencement ceremonies are not eligible for a checkout extension.
**During Move Out**

If you do not have a spring quarter parking permit, you must purchase a daily permit at one of the gatehouses as you drive onto campus. If you are in the process of moving out of your spring quarter room or into your summer quarter room, 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.

If you are in need of a load/unload zone near your building, we have secured several spots throughout campus that will permit your vehicle to pull over near your building so that you can load your items without paying for parking. The load/unload locations for North Campus include a small portion of the N-5 parking lot, Klickitat Lane NE and parking lots N-10 and N-13. West Campus parking locations include spots in parking lots W-39, W-33 and W-8, as well as load/unload zones on NE 41st Street, NE 40th Street and Brooklyn Avenue NE.

**SUMMER AND AUTUMN PARKING**

New applications and renewals for current residents for parking may be submitted through [UW Transportation Services](http://www.hfs.uw.edu).
Don’t Cram It, SCRAM It!

Simplify your move-out by dropping off unwanted items at the SCRAM donation station at your building. Beginning Monday, June 4, SCRAM bins are available for any unwanted items that are clean and in working order.

- Nonperishable, canned or boxed food
- Clothing
- Bedding, shoes, accessories
- Books, housewares, electronics, sporting goods, school supplies, toiletries, cleaning supplies

**DONATIONS BENEFIT THESE ORGANIZATIONS**

- Northwest Center
- Real Change
- University District Food Bank

**SCRAM Locations**

**Alder Hall**
103 Alder Commons

**Elm Hall**
2nd-floor main lounge (near the main entry)

**Cedar Apartments**
Cedar East main lounge

**Haggett Hall**
North Tower patio

**Hansee Hall**
Outside the Austin-Leary lounge entrances (on the west side of the building)

**Lander Hall**
2nd-floor lounge (near the residential entry on NE Campus Parkway)

**Maple Hall**
2nd-floor lounge (near the residential entry on NE Campus Parkway)

**McMahon Hall**
South Tower patio

**Mercer Court**
East side of Building A’s Great Room

**Nordheim Court Community Center**

**Poplar Hall**
2nd-floor garage (next to the alleyway exit, east side of building)

**Stevens Court**
Courtyard between buildings B and C, and between buildings M and L

**Terry Hall**
2nd-floor lounge (near the residential entry on NE Campus Parkway)
MICRO-FRIDGE RETURN

You are responsible for returning your micro-fridge. If you are vacating at the end of autumn quarter or winter quarter, please contact the Collegiate Concepts, Inc., customer service department directly (phone 515-597-2303 or email sales@collegefridge.com) to schedule a time to return your micro-fridge. If you are vacating at the end of spring quarter, return your micro-fridge on Saturday, June 2. See below for return locations.

Avoid Charges
There will be a $30 charge for uncleaned units. You will also be charged for not returning all parts.

Unplug the unit the night before so it will be fully defrosted when you return it.

Do not use any sharp objects to defrost the unit.

Completely clean and dry the unit, including seals and inner/outer surfaces of both the refrigerator and microwave oven.

Return all parts (ice trays, shelves, microwave oven plate and ring).

Return at scheduled time (shown below).

If you are unable to return your unit at the time shown below, please ask a friend or roommate to return it for you.

You may take the unit to the location specified below, or ask for assistance at the location.

NORTH CAMPUS RETURN SCHEDULE

Haggett Hall
9:45–10:45 a.m.
Whitman Court in front of Haggett Hall

Hansee Hall
11:15 a.m.–12:15 p.m.
Klikitat Lane on the west side of Hansee Hall

McMahon Hall
8:30–9:30 a.m.
Whitman Court in front of McMahon Hall

WEST CAMPUS RETURN SCHEDULE

Lander Hall, Maple Hall, Mercer Court, Terry Hall
8:30–10 a.m.
Lincoln Way on the south side of Maple Hall

Alder Hall
10:15–11:15 a.m.
Loading dock in the Alder Hall garage, 1st floor at the east end of the hallway (turn right after exiting the elevator)

Elm Hall
1:30–2:30 p.m.
Outside the main entrance on the north side of Elm Hall

Poplar Hall
12:15–1:15 p.m.
2nd-floor alley exit, east of Poplar Hall

QUESTIONS?
Contact Collegiate Concepts, Inc., customer service department with questions or concerns: 515-597-2303, sales@collegefridge.com
Thank you for choosing to continue to reside in the UW residence halls for summer quarter. The following information is presented to make your transition as easy as possible, and it applies to anyone who is assigned to summer housing.

**LIVING IN THE SAME ROOM DURING SPRING AND SUMMER QUARTERS?**
You are not required to check out of your spring room nor into your summer room.

**MOVING TO A NEW ROOM FOR SUMMER QUARTER?**
The deadline to check out of your spring quarter room is noon on Sunday, June 9. We strongly encourage you to move as soon as your new room is ready. Many rooms will be ready before noon on June 10, and the front desk will post ready rooms on a Catalyst message board. Please do not move out of your current room until you see that your summer room is ready.

**ESTIMATE YOUR MOVE DATE/TIME**
You may check to see approximately when your room will be available (based on when the previous occupants expect to check out) by logging in to the 2018 Summer Room Availability message board. Please note that these dates and times are approximate, based on information provided by the spring quarter resident(s). We cannot guarantee your room will actually be available at the estimated time, so please be very conscious of this when making travel plans or coordinating moving times.

**WHEN WILL YOUR ROOM ACTUALLY BE READY TO MOVE INTO?**
As rooms are vacated, cleaned and made ready for you to move into, they will be listed in a different conversation thread on the 2018 Summer Room Availability message board. Please check the board regularly so you will know when your room is ready, and so you can move as early as possible to your new room. We request that you move to your summer quarter room as soon as it is available and, if your room is available, within 24 hours of completing your finals. It is your responsibility to monitor the message board.

**HOW DO I CHECK OUT OF MY CURRENT ROOM?**
Regardless of which day you move, you must complete an inspection and return your keys to your residence hall front desk. Work with your RA to schedule an appropriate inspection time based on your move to your new summer room. At the time of your inspection, your spring quarter room should be fully cleaned and empty of all your belongings.