

Closing Email Spring 2021

To: All students in traditional and suite-style residence halls

SUBJECT: Important Spring Move Out Instructions

Can you believe the school year is almost over? This year has certainly been a bit different, but some things remain the same and that includes moving out as the semester wraps up. You can review general closing guidelines and checklists in the [Move-Out Guide](#) on our website.

Be sure to read this email containing **important reminders about YOUR responsibilities** around Spring Residence Hall Checkout. It includes answers to questions like:

- When do you need to leave the residence halls?
 - What does the check-out process involve?
 - How can you plan for parking and loading during move-out?
 - What can you do with your stuff if you can't take it with you?
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When do you need to leave the residence halls?

All students must vacate their residence hall within 24 hours of their last final exam (including students living in apartments). Residence halls officially close at 10 p.m. on May 27.

Need to request a late stay past 10 p.m. on May 27? The application is available now in the *Breaks & Early/Late Stays* section of the [My Housing Portal](#) through May 25 at 5 p.m. Failure to complete an application or vacate your hall on time may result in additional fees. Any reasons for a late stay request outside of those specifically listed on our website will be considered on a case by case basis and must be approved in advance by your [Residence Hall Coordinator](#).

What does the checkout process look like?

Before May 17 students will need to coordinate their check out with their RA in advance to turn in their key and have their room checked.

Beginning Monday, May 17, once you are fully out of your room and have returned your key, you MUST complete the “Express Check-Out Form” located in the [My Housing Portal](#).

You will want to check your mailbox one last time before returning your key. To avoid an excessive housekeeping fee, please make sure your room is clean of all trash and perishable items. **Returning your key, removing all belongings from your room, and checking out according to instructions are all necessary to avoid fees.**

For checkout instructions specific to your residence hall, please see postings on your bulletin boards or contact your Resident Assistant or Residence Hall Coordinator.

Failure to follow the proper checkout instructions may result in a **\$75 improper checkout fee** and potentially additional core change or replacement fees. Key lock changes are processed and billed immediately; therefore, failure to turn in your room key or a spare One Card (if applicable), whether it's lost or forgotten will result in a \$93 key core change or a \$25 replacement spare One Card fee. For security purposes, keys and spare One Cards will NOT be accepted late or via mail.

How can you plan for parking and loading during move-out?

You may have up to two people come to help you in the move-out process. More can be outside with a vehicle, but only two are permitted to come into the building with you. Your guests must complete the [daily health screening](#) and wear face coverings at all times.

When loading and unloading vehicles, please park at a paid meter or in a lot for which you have a permit. If you must be in a fire lane or driveway, a licensed driver is required to stay with the vehicle at all times. Parking and loading on city streets are prohibited.

Wheeled carts will be available for move-out in buildings with elevators. Gates at South Academy, Gilbert, Redding, Caesar Rodney and Independence Halls will be open to assist with loading 9 a.m.—4 p.m. on Tuesday, May 25, and Wednesday, May 26. On Thursday, May 27, gates will be open 9 a.m.—1 p.m. due to commencement exercises.

Contact [Parking Services](#) at (302) 831-1184 if you have additional questions about traffic or parking.

What can you do with your stuff if you can't take it with you?

The University of Delaware has partnered with [Lazybones Storage](#) to provide their storage services to students currently living in our residence halls. Students who register with Lazybones by May 11 may leave their packed belongings in their spring assigned room and Lazybones will pick up all items after closing to be stored in their local warehouse. Belongings will be delivered to students in the fall to their local campus location. The cost of this service is \$250 and there is an additional fee for optional packing materials. Please register for this service by visiting the Lazybones website at www.lazybones.com by May 11. You can send questions to Megan Maloney at megmaloneylbi@gmail.com.

If you have any questions about closing procedures, please contact your Resident Assistant or Residence Hall Coordinator. As always, our main office is also available to answer additional questions at 302-831-4663 or reslife-housing@udel.edu.

Good luck with your final exams and have a great summer!

Sincerely,

Residence Life & Housing

University of Delaware

To: All students in UCA

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Can you believe the school year is almost over? This year has certainly been a bit different, but some things remain the same and that includes moving out as the semester wraps up. You can review general closing guidelines and checklists in the [Move Out Guide](#) on our website.

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When do you need to leave the residence halls?

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(including students living in apartments). Residence halls officially close at 10 p.m. on May 27.

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What does the checkout process look like?

- Make a **Room Check Appointment in advance with your RA** for the date/time you plan on being fully out of your room.
- **Remove ALL your belongings** from your room and shared space.
- Perform the **virtual/room apartment inspection with your RA** at the time you scheduled.
- **Drop off your room fob and mailbox key** in the key drop located in the UCA Clubhouse. Make sure you check your mailbox one last time before returning your key.
- **Beginning May 17 you MUST complete the "Express Check-Out Form" located in the [My Housing Portal](#).** This form is not necessary if you fully move out before May 17.

Failure to follow the proper checkout instructions may result in a **\$75 improper checkout fee** and potentially additional fob or mailbox replacement fees. Key lock changes are processed and billed immediately; therefore, failure to turn in your room fob, mailbox key, or a spare One Card (if applicable), whether it's lost or forgotten may result in a \$33 room fob replacement charge, a \$23 mailbox key replacement charge, and/or a \$25 replacement spare One Card fee. To avoid

an excessive housekeeping fee, please make sure your room and common areas are clean of all trash and perishable items.

How can you plan for parking and loading during move-out?

You may have up to two people come to help you in the move-out process. More can be outside with a vehicle, but only two are permitted to come into the building with you. Your guests must complete the [daily health screening](#) and wear face coverings at all times.

When loading and unloading vehicles, please park at a paid meter or in a lot for which you have a permit. If you must be in a fire lane or driveway, a licensed driver is required to stay with the vehicle at all times. Parking and loading on city streets are prohibited. Contact [Parking Services](#) at (302) 831-1184 if you have additional questions about traffic or parking.

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If you have any questions about closing procedures, please contact your Resident Assistant or Residence Hall Coordinator. As always, our main office is also available to answer additional questions at 302-831-4663 or reslife-housing@udel.edu.

Good luck with your final exams and have a great summer!

Sincerely,

Residence Life & Housing

University of Delaware

To: All students in One Easton

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What does the checkout process look like?

- **Remove ALL of your belongings** from your room and any shared space.
- **Leave your room/apartment fob, mail key, garage clicker, and parking permit (if applicable) on the desk in your room.**
- **Take a picture of the items on your desk and email it to info@oneeaston.com and ldwilson@udel.edu with a note that you are checking out, your full name, and your room number.** Be sure to check your mailbox one last time before leaving your room.

Beginning May 17, once you are fully out of your room and have followed the instructions above for your access items, you MUST complete the “Express Check-Out Form” located in the [My Housing Portal](#). If you are checking out BEFORE May 17, the “Express Check-Out Form” does not need to be completed.

Failure to follow proper check out instructions may result in a **\$75 improper checkout fee** and potentially additional replacement fees. Key lock changes are processed and billed immediately;

therefore, lost or forgotten keys and spare ONEcards will NOT be accepted late or via mail. The replacement charges are as follows:

- Unit Key Fob: \$50
- Bedroom Key: \$25 + \$50 (lock change)
- Mailbox Key: \$15
- Parking Permit (if applicable): \$50
- Garage Door Remote (if applicable): \$75

How can you plan for parking and loading during move out?

When loading and unloading vehicles, please park in a lot for which you have a permit or space that is available for general parking for One Easton residents. For other questions about move-out procedures around parking, loading or guests, please contact One Easton Management directly.

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