Good Morning Seahawk Crossing Residents!

As our community wraps up the last few weeks of the spring semester, we know our residents are preparing to depart from campus. Move-out is swiftly approaching, so please read through the information and reminders below to have the smoothest departure from campus.

**Timeline Reminders:**

- Although you can move out prior to your exams, **you are required to checkout of your space within 24 hours after your final exam.**
- The last day to check out from your space is May 7th.
- If you need to request an extension to stay past this date, please submit an extension request using the following link: [https://forms.office.com/r/BP7zUUwLpb](https://forms.office.com/r/BP7zUUwLpb)
- If you’d like to learn more about housing with us during summer school classes, please use the following link: [https://uncw.edu/housing/students/summer-housing-information.html](https://uncw.edu/housing/students/summer-housing-information.html)

**Preparing to Leave: Things to Keep in Mind**

In the same manner that HRL is preparing for the move out process ahead of time, please intentionally communicate with your roommates about your moveout plan. Proactively coordinating the expectations for cleaning, organizing, and readying your space for check out with your roommates will save your apartment time and stress, so consider the following items now:

**Floor Meetings:** Your RA will be scheduling a floor meeting to answer questions and go over expectations for checking out prior to your departure. **This meeting will occur before April 16th, so please be attentive to your emails/group messages as it is an expectation that you attend.**

- If you plan to make any trips home before your move out, consider taking some of the items you won’t be needing for the rest of the semester to save time and space later.
- Make sure to remove all items from your assigned bedroom as well as any common areas in your assigned space.
  - Double check drawers, closets, etc. for all personal belongings.
  - Common Spaces:
    - Bathroom (cabinets, drawers, toiletries in shower)
    - Laundry Area (in and around/behind machines)
    - Living Room
    - Kitchen (Double check your fridge and freezer!)
- Make sure to clean your apartment thoroughly before you leave.
  - **Trash and Food**- Absolutely make sure to **properly dispose** of all trash and food you do not plan to take with you as you leave. Failure to do so will result in a charge for the entire apartment space. Trash should be taken to and placed inside of the dumpsters behind the buildings (please do not stack trash bags or random trash around dumpster!)
  - Double check sinks, bathroom, toilets, counters, floors, surface areas, etc. Be thoughtful about the residents who will be coming to live in the space after you leave!
• Donation Opportunities:
  o There will be donation opportunities throughout campus for various items including furniture, clothing, and non-perishables. Watch your email for more details about partaking in this opportunity to give back to the community.

*Bottom line: Your entire living space should be thoroughly cleaned and empty of all personal belongings by the time all residents have left. If this is not the case, the entire apartment could be charged a cleaning fee.

Check out Process:

Seahawk Crossing will permit residents to complete either regular or express checkouts.

• **Regular Checkout:** A formal check out occurs when a RA completes the room checkout with the resident present. The RA will walk through the resident’s space checking for cleanliness and damages, and after documenting these items, will return to the front desk with the resident where the resident can complete the final steps of check out.

• **Express Checkout:** An express checkout occurs when, rather than schedule a time with an RA to walk through your space and check it for damages/cleanliness, a resident just turns in their keys to the front desk. The RA will check the space after the resident has left.
  o The purpose of an express checkout is to allow you to leave as soon as you are finished moving out and are ready to depart without waiting for a formal room check. *DISCLAIMER:* By partaking in an express checkout, you forgo the ability to argue any charges for damages/cleaning fees documented by the RA checking your space after you’ve left.

• Please note: Move out’s occurring before April 30th will be completed as express checkouts unless otherwise requested by the resident. If you would like a regular checkout before this time, please communicate with your RA directly to organize a time.

To complete either checkout, please go to the front desk of Seahawk Crossing Two. There you will notify the DR if you are doing a regular checkout or express checkout.

• For regular checkouts, you will inform the DR that you are doing a regular check out. They will retrieve your RCR and an RA will escort you to your assigned space where they will document cleanliness and damages. After this is completed, they will return with you to the desk where they will return your RCR, you will turn in your key, and sign remaining documentation to complete your checkout.

• For express checkouts, you will inform the DR that you are doing an express check out. They will have you fill out an express checkout form, agreeing that your space is clean and ready to be checked, and that you waive the right to appeal any charges for damages or cleaning fees. You will then turn in your key and sign remaining documentation to complete your checkout. After you leave, and RA will check the space.
If you have any questions or concerns about the move out process, feel free to communicate with your RA, as well as with myself at johnsono@uncw.edu. We are looking forward to making these last few weeks of the semester amazing, and are wishing you all the best success moving into finals and graduation!"

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