Hello Seahawk Landing Residents!

I hope you all had a relaxing weekend as we enter the final 4 weeks of the semester. As you know, closing is around the corner and you received an email from Housing last week with some basic information. This email will reiterate the information provided in that one, but also fill you in on Landing specific procedures that we have implemented to make your move-out experience as easy and stress-free as possible! If at any point you have any questions please reach out to your RA’s, ARC Emilee Fuller, or me!

Please also be on the lookout for an email / outreach from your RA about a closing meeting with all the information you need coming to you next week on Monday, Tuesday, or Wednesday!

GENERAL INFORMATION

Extended Stay Request
As you prepare to leave, please note that on-campus residents are required to check-out of their spaces 24-hours after their last final exam or by 3:00 PM on Friday May 7th (Whichever comes first.) If you need to stay in Landing after May 7th, you must submit a request for an extension at the link provided below:

https://forms.office.com/r/BP7zUUwLpb

Once you submit your information, I will send you a confirmation or a rejection email within 24-48 hours. Those who are approved for late stay must be checked out no later than May 9th at 10:00 AM. If you are graduating—or are assisting in graduation—you will get an automatic approval, but I still need for you to make a formal request to the survey link provided above.

Summer Housing Opportunities
If you are taking summer classes and plan on staying on-campus for the summer you can sign-up for housing on SeaNet or email housing@uncw.edu or call at 910-962-3241. For those who are approved for summer housing—you will be allowed to remain in your Landing apartment until May 17th, when you will be asked to move into Crossing for the remainder of the summer.

If you are not taking classes this summer, but would like to stay on-campus, you can do so through our summer intern housing through Conferences, Events, and Reservations. To qualify for summer intern housing, students must either hold an internship opportunity, on/off campus employment, student involvement experience or an educational opportunity within the Wilmington area. For more information about summer intern housing please follow the link below.

https://uncw.edu/campuslife/services/summer-intern-housing.html
CHECKING-OUT

There are three options you will be able to choose from when trying to check-out of your space here in Landing. Please make sure that you chose whichever option works best for you and your situation. This will ensure a fast and easy process.

Note that no matter how you’re checking out, you’re making sure your ENTIRE space is cleaned, and ALL personal items are taken. Charges will be applied for cleaning spaces and taking out trash in both individual rooms and across the entire apartment if found in the common area.

1. **CHECK-OUT WITH YOUR RA.**
   You may reach out specifically to your building RA through the GroupMe or in email to request a date and time for them to come to your space and complete your check-out with you and collect your key. This will be available to anyone and will be based on your RA’s schedule. They will share this with you on their own.

2. **CHECK-OUT WITH AN RA-ON CALL.**
   Starting April 26th, there will be an RA on-call from 8:00 AM until 4:00 PM to complete check-outs as they are needed. At any point you can go to the front desk (located in Building 6) and ask for the RA on-call to complete your check-out. After 4:00 the regularly scheduled RA’s will be available, but I ask that you do not check out after 10:00 PM. Starting May 3rd, there will be 2 RA’s in the lobby from 8:00 AM – 4:00 PM to assist with all check-outs as well.

3. **EXPRESS CHECK-OUT.**
   At any point starting today, you will be able to come to the front desk in building 6 and they will collect your key and ask for your signature on a form. This form is you consenting to completing an express check-out and will not give you the ability to attest any of the charges that accrue after the RA has completed the check-out on a later date. NOTE: This means that any charges you get are firm and cannot be spoken up against. Please note that when RA’s are completing the express check-outs, they might be knocking to be let in but will ultimately have a key for them to check on the front door and the individual door. This may happen during a final, but do not feel obligated to get the door for them.

CLOSING CHECK-LIST

Before you make your way back home here is a list of a few things you should be doing before you leave for the summer!

1. Completely remove all personal items and trash from both the individual spaces and the common spaces.
2. Check all drawers, bathrooms, kitchen cabinets for items / food.
3. Empty and clean refrigerator.
4. Vacuum and sweep entire apartment.
5. Clean bathrooms including the toilet and the bathtubs / shower walls.
6. Shut and lock all windows and close all blinds
7. Make sure beds are deloftered.
Please note that if garbage and items are left for the final person in an apartment, there will be charges for the removal / cleaning of those items across the entire apartment. Meaning, if you have already left and the last person refuses to clean the garbage / take out the trash the trash removal fee will be applied to all occupants of the space regardless of when you left / checked-out. It is important that you work with your roommates to come up with a cleaning plan in order to effectively avoid being charged fees at the end of the semester.

Please do not hesitate to reach out to myself or the RA staff with any questions or concerns you might have regarding closing! We are hoping that this is an easy and seamless process that allows you all the flexibility you need to not worry about the end of the year and only focus on going home for the summer!

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