Please us this form to inform Residence Life that you are ready to move out. Please complete and return to the Residence Life Central Office in the MBS Complex or email it to uaf-housing@alaska.edu AT LEAST 30 DAYS BEFORE YOUR OCCUPANCY AGREEMENT END DATE OR YOUR EARLY MOVE OUT DATE.

NAME

Last    First    Middle

UA STUDENT ID #    3XXXXXX

RESIDENT SIGNATURE

CONTACT PHONE NUMBER

HALL / APARTMENT

REASON FOR LEAVING

________ OCCUPANT INITIAL HERE TO ACKNOWLEDGE MOVE-OUT INSPECTION PROCEDURES.

MOVE-OUT INSPECTION AND RESIDENCE LIFE WALK-THROUGHS

1) Pre move-out inspections are voluntary, and must be scheduled at least two (2) weeks in advance with Residence Life.

2) Residence Life reserves the right to conduct a walk-through of the apartment after resident gives notice in order to determine maintenance and/or renovation priorities. Residents will be given 24-hour notice if a walk-through is necessary.

________ OCCUPANT INITIAL HERE TO ACKNOWLEDGE MOVE-OUT INSPECTION PROCEDURES.

SELECT A DATE/TIME OPTIONAL PRE MOVE-OUT INSPECTION ☐ Decline Pre Move-Out

Inspections are ONLY available on Tuesdays and Thursdays (except for holidays) between 9:00am - 12:00pm or 1:00pm - 4:00pm

DATE:    TIME:

PLEASE CONTINUE ON BACK TO SELECT CHECK-OUT OPTION

UAF is an AA/EO employer and educational institution and prohibits illegal discrimination against any individual: www.alaska.edu/nondiscrimination.
CHECK-OUT OPTION A)

IN-PERSON:

This option will give you an opportunity to challenge any potential check-out charges. If a resident is not ready to complete their Pre-Move Out or In-Person appointment at the time agreed upon rescheduling fees will be associated. Residents must contact the Department of Residence Life to reschedule all appointments.

MOVE-OUT OPTION A: IN-PERSON:

| PHYSICAL MOVE OUT DATE: | TIME OF INSPECTION: |

CHECK-OUT OPTION B)

EXPRESS:

Express Check-Outs are offered seven days a week.

Important: If you choose an Express Check-Out you must fill out an Express Check-out Envelope. Express Check-Out Envelopes are available in the Residence Life Central Office of which is open Monday – Friday, 8:00am – 5:00pm. To avoid charges to your student account, you are responsible to remove all personal belongings and clean the unit to Residence Life standard guidelines. With Express Check-Outs you will forfeit your right to appeal any additional cleaning/damage charges. If you select and Express Move-out we suggest scheduling a pre-move-out inspection to prevent unexpected check-out charge.

MOVE-OUT OPTION B: EXPRESS (CHECK OUT DATE):

I agree to adhere to the above dates as stated

SIGNATURE  DATE

MOVE-OUT REMINDERS: YOU WILL RECEIVE A FULL EMAIL WITH MOVE-OUT INSTRUCTIONS.

☐ You will be charged full rent on your final month rent must be paid by the first of the month. Please contact Central Office to determine pro rated rent or you will be refunded over payment.

☐ Please Note: Any changes made to your Move-Out Date or Time of Inspection within 72 hours of the original date/time will result in an automatic $55.00 charge.

☐ Remove all personal belongings from your housing unit including laundry rooms and common areas.