

Please use 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](mailto:uaf-housing@alaska.edu)  
**AT LEAST 30 DAYS BEFORE YOUR OCCUPANCY AGREEMENT END DATE OR YOUR EARLY MOVE OUT DATE.**

NAME

DATE NOTICE TURNED IN:

Last

First

Middle

UA STUDENT ID # 3XXXXXX

RESIDENT SIGNATURE

CONTACT PHONE NUMBER

HALL / APARTMENT

REASON FOR LEAVING

\_\_\_\_\_ OCCUPANT INITIAL HERE

If the occupant does not submit a notice to vacate 30-days prior to your move out date, occupant will forfeit the full \$600.00 housing deposit.

**AND**

\_\_\_\_\_ OCCUPANT INITIAL HERE

Terminating your Occupancy Agreement prior to the end date of the agreement you stand to forfeit your \$600.00 deposit.

### 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

# SELECT ONE CHECK-OUT OPTION

## 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.*

RESIDENCE LIFE ONLY CONDUCTS IN PERSON CHECK-OUTS ON  
TUESDAYS AND THURSDAYS FROM 9:00AM – 12:00PM AND 1:00PM – 4:00PM.

### 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 to 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 you housing unit including laundry rooms and common areas.*