

UNIVERSITY CENTER

We hope you have enjoyed your stay! Our goal is to make your departure from the UC a smooth transition. With over 1600 residents, we are providing you this information in advance, so you can plan accordingly. If you have additional questions, please contact the management office or your RA. **Please read through all the information provided below to properly check-out and avoid any improper checkout or cleaning fees.**

Move-Out Deadlines

We are not able to grant any extensions. Additional fees from your institution maybe applied if you are not checked out by your move-out deadline.

- **Columbia College Chicago:** Before Noon on 5/15

Move-Out Information

You are responsible for the condition of the unit, **even if you leave early.**

Make sure to complete the “Move-Out Checklist”. The staff will inspect the unit after moving out and you will be billed for damage(s) found during these inspections (billing can take up to 30 days to appear on your account). Avoid charges by making sure your room is clean, free of any damage, and you have removed all your belongings!

PARKING

The loading dock behind the building is for **loading only**, no standing will be permitted. Vehicles cannot be left unattended in the dock area for ANY period and will be subject to tow. Residents are not permitted to load vehicles in front of UC due to traffic laws on State Street. **Please plan to locate parking in advance.**

MOVE-OUT HELPERS

- Helpers will need to submit a government issued ID and always wear a visitor pass while assisting.
- A face mask or covering is **required** when on University Center premise, including on loading dock and inside the resident's unit.

CLEANING

You are responsible for cleaning all furniture and surfaces of your unit. Units should be ready for a new resident to move into immediately. Please thoroughly prepare the area for inspections. University Center does not provide cleaning supplies. We recommend bringing cleaning rags, cleaners such as Mr. Clean or Pine Sol, trash bags, vacuum, and mop. An effective cleaner is Goo Gone Spray Gel (Fresh Citrus Scent) for removing gum, stickers/labels, adhesive tape residue and carpet stains. It is also effective in cleaning the dirt out of the fiberglass bathtubs, walls, and shower curtains.

DO NOT USE Steel Wool, Green Bristle Pads, or any abrasive sponge as it will result in damage.

Upon inspection, units that are not properly cleaned will be charged a **minimum \$50 cleaning fee**. In addition, there will be a fee of **\$25 per bag** for any trash/abandon property left behind.

CLEANING SERVICE

UC offers a cleaning service for residents with our janitorial service, Midway. We recommend you discuss this option with your roommates and suitemates in advance to determine if the cost can be split among residents. Cleaning services must be ordered and paid for through your UC Resident Portal at least 5 days prior to your move-out date.

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TRASH & RECYCLING ROOMS

Regular trash and recycling will continue every floor. Do not remove the trash/recycling cans from your unit or the floor rooms – doing so will result in charges.

SPEED PACKS

A limited number of Speed Packs (moving boxes on wheels) will be available for check-out at the lobby security desk. Speed Packs CANNOT leave the UC premises. Speed Packs must be returned to the security desk within one (1) hour, failure to do so will result in a \$100 replacement fee. If you have access to a personal dolly, please bring it.

SECURE YOUR ROOM AT ALL TIMES

Please make sure you do not leave your room open or unlocked. Do not leave personal belongings in the hallway or in your vehicle unattended.

LEFT OR LOST & FOUND ITEMS

UC staff cannot ship items that are left behind. Items of value left in your unit may be stored for 14 days, a storage fee will be assessed. After this time, it will be considered abandoned property and donated. There is a fee per bag of trash or large item disposed of by staff, please double check that everything is removed.

DONATION BINS

Help lighten your load and those in need! **Please do not dispose of items that can be donated to others!** Beginning April 25, you can drop off the following items to the bins in the following locations.

Item Type	Needs to be	Drop of Location
Electronics	Good working condition	1st floor Lobby
Clothing / Bedding	Clean & bagged	2nd floor near Fitness Center
Kitchen Goods	Clean & bagged	2nd floor near Fitness Center
Non-Perishable Foods	Unopened & bagged	2nd floor near Fitness Center

We are unable to accept any unbagged items.

SIGNING IN AS A VISITOR AFTER CHECKOUT

Residents moving out, of University Center will not be able to be signed in as a visitor until **72 hours after their institutions move out deadline**, as provided below. No exceptions will be made.

- **Columbia College Chicago:** Noon on 5/18

Staying for Summer through University Center

If you have signed a summer lease and will be residing at UC this summer, you will receive more information about summer transition end of April. *Residents who signed an interim lease should plan to be available on their university move out date to check-in for their summer lease.*

Additional Items

- Update your mailing address with your banks, online stores, and through USPS (online) at least 15 days prior to checkout. UC will forward any first-class mail only up to 30 days if your address is changed with USPS.
- Any packages delivered after your move-out date will be immediately returned to sender.
 - We can only accept packages for current residents.
- If you rented a **UC Amenity**:
 - All lofts should be left assembled in your room to be picked up after your check-out.
 - All UC micro-fridges must be defrosted and cleaned before leaving, but left plugged-in.
 - All safes must be emptied and left open upon departure.
- Do not forget your bike!
 - Bikes left after move-out will be treated as all other abandoned property and donated.
- There are no storage options available at the UC.
- To accommodate final exams for residents from all institutions, **24-Hour Quiet Hours will be in place 4/30 – 5/15**.
- All policies and procedures will remain in effect. Violations occurring during finals week could result in **immediate** contact termination and removal from the UC.

Meal Plan End Dates

All meal and flex purchases will be deactivated on the dates listed below. Make sure to use all meals/flex prior to checking out. No refunds are issued on any remaining meals/flex.

- **Columbia College Chicago:** After Dinner 5/14

Move-Out Checklist!

Leave Your Unit Clean – Should be ready for new resident to move into.

- There is a fee for anything that needs to be removed
- Wipe down all furniture (beds, desk, chair, etc.)
- Remove all items (3M hooks, 3M poster mounts, etc.) and residue from doors, walls and ceiling
- Clean all floors thoroughly in bedroom and bathroom (vacuum & mop)
 - Move furniture to clean underneath
- **Apartment Style Units:** clean kitchen appliances (inside & out) and kitchen cabinets/drawers (inside & out)
- Clean your bathroom
 - Sink, Countertop, Floors, Mirror, Drawers (inside & out), Toilet (inside & out), Shower/Tub, & shower stall walls (**Suite Style Units**)
- Remove all recycling/trash from the unit
- Place in Trash Room
 - There will be a fee of **\$25 per bag** for any trash left behind
- Clean out your recycling/trash bin. Be sure to leave UC issued bins inside your unit – there is a replacement fee if removed

Before You Depart - Once all your belongings are out of the unit do a final walk through.

- Check all drawers, cabinets, shelves – Make sure you didn't leave anything behind.
 - There is a fee per **bag of trash or large item disposed** of by staff, please double check that everything is removed (trash included)
- Make sure that all faucets are off
- Turn off the lights.
- Turn fan on and set the thermostat to the lowest setting
- **Close & lock** all windows and close blinds in the unit
 - Residents are responsible for damages caused by frozen pipes or HVAC damage due to open windows
- Make sure stove/oven is off (**Apartment Style Units**) and fridge/freezer have been emptied (**Apartment Style Units/ UC Micro-fridge renters**)
- Lock all doors
 - **Apartment Style Units** – Make sure to lock bedroom door
 - **2 Bedroom Apartment** – Make sure to also lock closet door prior to your departure
 - **Suite Style Units** – Make sure to lock closet and bathroom doors (if applicable) prior to departure
- Check your mailbox and collect all packages
 - Packages left after check-out will be returned to the sender
- Do not forget your bike! Bikes left will be treated as abandoned property
- Have UC ID & Bedroom/Closet Key out to return
 - **There will be a \$50/key fee if not returned at time of checkout**

How to Checkout

All residents must officially check-out of their suite/apartment by their move out deadline.

1. Remove your belongings from your unit
2. Complete the Move-Out Checklist
3. Visit the **RESIDENT SERVICES DESK** 2nd floor by the fitness center
4. Complete the Express Checkout Form
5. Turn in your UC ID and key(s) at that time.
 - **Do not leave your ID and key(s) in your unit.**

UC ID CARDS & KEYS

You must turn in your UC ID and bedroom/closet key at the time of check-out. Failure to do so will result in a \$50/key fee in addition to charges associated with changing the corresponding lock.

LATE MOVE-OUT CHARGE

If you are not moved out by your contract date and time, you will be assessed a \$150 Improper Checkout Fee, additional fees from your institution may be applied.

Any further questions please feel free to contact us at UCHousing@peakmade.com

Thank you,

UC Housing Staff