Parking Info
Parking and Transportation Services offers the following tips to help ensure a safe and pleasant move-out experience for everyone.

- Use designated loading areas only—do not park or stand along roadways, in bus lanes, on sidewalks, or in the grass. If you are not sure of the designated loading area for your building, contacts PaTS at 704-687-0161 for direction.
- Pack all of your things before moving your vehicle into a loading zone, and then load everything into the vehicle at once. **Vehicles will be allowed 15 minutes in the loading zones.** Call PaTS at 704-687-0161 for permission before moving your vehicle into the loading zone.
- Please load quickly and then move your vehicle out of the loading zone. Remember there are a lot of other people that have to move out too!
- Please DO NOT block, park, or stand in Handicap or Reserved spaces for any amount of time without the appropriate credentials. This includes while loading, even if the vehicle is attended and/or running. These spaces carry a fine of up to $250.
- Anyone using a trailer or box truck should contact the PaTS office (704-687-0161) for additional information.

Mail and Dining
The last day of mail delivery is Friday, May 10. Please visit the Mail Center to submit a “Change of Address” to ensure that your important mail and packages get to you!

For the most up-to-date information on food services, check the website at: [http://aux.uncc.edu/dining](http://aux.uncc.edu/dining)

Move-out Checklist

**Disposal of Trash**

As you dispose of trash, please take it to the trash room or the dumpster. **Any garbage left in rooms, hallways or outside of trash rooms will result in the area being charged.** Please help out the housekeepers and clean up after yourself!

**Bedroom**
- Remove all belongings from room
- Take all trash and recyclables to trash room
- Vacuum floor
- Double check that all drawers/cabinets are empty
- Close and lock bedroom window(s)
- Clean all surfaces (desk, dresser, etc.)

**Kitchen**
- Take all trash and recyclables to trash room
- All drawers/cabinets are empty
- Clean all kitchen appliances
- Sweep/Mop floor

**Bathroom**
- Scrub shower/shower curtain/toilet
- Scrub bathroom sink and counters
- Clean bathroom mirror
- Sweep/Mop floor

**Living Room**
- Return all original furniture to unit
- Recycle bin & trash can are clean/present
- Vacuum floor
- Dust/clean all surfaces

**Donating Belongings**

Do not want to keep some of your belongings? You can donate them to charity. There is a drop off location in the area main lobby for you to place any items you do not want to keep, including cinder blocks. For larger items, there is a donation location in the Wallis/Lynch Hall courtyard and at Hunt Hall. If you need help transporting the item, contact Housing and Residence Life Facilities Office. Items not disposed of, could result in you being charged.

University of North Carolina at Charlotte

**A Resident’s Guide: How to Survive Closing and Move-out 2019**

Closing: May 10, 2019 @ 12pm
**When do I need to be out?**

Students are responsible for checking out of their rooms 24 hours after their last final. Any one who stays past 12:00pm on May 10, 2019 without approval will be required to pay $100 for each day or partial day and may be locked out of their room.

**Approved Late Stays**

Students approved to stay past May 10 at 12pm:
- Graduating Seniors
- Students living on-campus for summer
- Approved University athletes
- Students participating in Commencement

Students not mentioned above must contact the area office. Only under **very unusual circumstances** are students permitted to stay past the deadline. Students receiving permission to stay past 12pm on May 10 must be checked out of their room no later than **Sunday, May 12, 2019 at 9am**, with the exception of those in Summer Housing.

**Express Check out**

Express Check out is the fastest and easiest way to check out of your room. You may leave any time before 12:00pm on Friday, May 10. A staff member does not have to be with you when you leave. You fill out the information on the Express Check out envelope, place your room keys in the signed envelope, and drop the sealed envelope in the Check out box (located by the office). The RA will then check your room later that day.

**Face-to-Face**

For Face-to-Face Check out, an RA will inspect your room with you there. You can see what damages are discovered and may have the chance to address some things to prevent being charged. Face-to-Face check out is only available by appointment and on certain days and times. **You may make an appointment at the area office.**

**At the time of your appointment, meet the staff member in the area office.** They will inspect your room and collect your keys. If you miss your Face-to-Face check out time and there are no other times available, you must use Express Check out.

**Quiet Hours**

24-hour Quiet Hours will begin on **Tuesday, April 30 at 7:00pm**. If your music or conversation can be heard above or below you, you are too loud. If someone says that you are being too loud, respect them and reduce the noise. **Failure to abide may result in disciplinary actions.**

**Summer Housing**

Summer housing applications are available online at [https://housing.uncc.edu/apply/summer-housing](https://housing.uncc.edu/apply/summer-housing). Complete your summer housing application by May 1, 2019.

Please note some summer residents may have to move into interim housing (Holshouser) between May 10 and May 19. Please contact the Housing Office, your REC or GA for more information on summer school and interim housing.

**Avoid Getting Charged**

**Damage/Cleaning Charges**

You must return your room to its original configuration: all furniture must be returned and in the correct room, and all parts of the room must be cleaned. The RA and REC/GA determines damages based on the information written on the room condition report (RCR), and you were given at check-in. If the damage was not documented on the RCR at check-in, all occupants may be charged for the damage.

To clarify who is responsible for any damage, use the **Cleaning & Damage Responsibility Form**. You can get this form from your RA or from the area office. If all roommates agree and sign the form with the specifics listed, it allows us to charge only the responsible and appropriate residents. For instance, if each person assumes a different task for cleaning, and the floor is not clean when we come to inspect, only the resident who agreed to clean the floor will be charged!

**Failure to Check out**

If you fail to check out of your current room by the published deadline, your locks will be changed (at your expense), and you will be charged $100 for each day or partial day you are residing in your room.

All issued room keys must be returned to the Express Check-out box by the area office to be completely checked out of your room. **Any personal items that remain in the room will be removed and you may be charged a minimum of $50 for abandoned property.**