Housing staff determines damages based on the information written on the Room Condition Report (RCR). If the damage was not documented on the RCR at check in, the room may be charged for the damage.

To clarify who is responsible for any damage, use the Cleaning and Damage Responsibility Form. You can obtain this form from the hall office. If both/all room-mates agree and sign the form with the specifics listed, it allows only the responsible and appropriate resident to be charged. For instance, if each person assumes a different area to clean, and the bedroom carpet isn’t clean at the inspection, only the resident who agreed to clean the carpet will be charged!

The cleanliness of the unit should be of the same quality or better than it was during Health and Safety Inspections. Be sure that the floors are vacuumed. For carpeted floors, a vacuum is available for student use and can be checked out at the hall office.

If you are not returning for spring, you must return your room to its original configuration; all furniture must be returned, and all parts of the room must be cleaned. Desks must be cleaned off and all items are to be removed from the wardrobe/dresser.

**COMMUNITY/AREA DAMAGE**

If any damages occurred to the common areas (such as the study lounges, laundry rooms, hallways, etc.) and no one took responsibility for those damages, an entire area may be billed for those damages.

**DISPOSAL OF TRASH**

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

**MAIL AND DINING**

Please contact Mail & Package Services for instructions on how to ensure that your important mail and packages get to you!

For the most up-to-date information on dining services, check their website at: aux.uncc.edu/dining

**PARKING**

Parking is still enforced. If you are moving items out of your room, be sure to pack everything in your room first, and only park in loading zones for up to 15 minutes.

Contact Parking Services at 704-687-0161 (pats.uncc.edu) for more information to avoid getting a ticket.

**THANKSGIVING BREAK & MOVE-OUT GUIDE**

All you need to know about preparing for Thanksgiving Break!
If you are returning to your current room in the spring (or have an exception and are planning to leave for a period of time), you should do the following to prepare for break:

- Unplug all electrical items
- Empty, clean and defrost fridge
- Take out trash
- Take plants/fish home
- Close and lock windows
- Close blinds
- Turn off lights
- Lock door
- Take down all holiday decorations
- Uncover vents (shouldn't be covered anyway!)
- Pack all essential belongings
- Return your key! (if you don't have an exception to stay)

You must plan to leave campus for Thanksgiving Break by 12:00 pm on Wednesday, November 25 (if you don’t have an exception to stay through Winter Break).

Although there will be staff on campus to respond to emergencies, the University cannot assume responsibility for the security of items left in your room. As a reminder, Housing and Residence Life continues to recommend students confirm their possessions are covered by a homeowners or renter’s insurance policy.

**GETTING COMMON SPACE “ROOMMATE READY”**

If your suite or apartment has empty bedrooms, please be sure that the common spaces are “roommate ready” before you leave for break. The entire unit should be clean including the living room, bathroom and kitchen (if applicable). Staff will be coming to verify this. If the unit is not “roommate ready,” you may be charged for the cleaning or repairs needed to bring the unit up to appropriate standards.

All residents not returning to the same room for the Spring 2021 semester must check out BEFORE THE BREAK.*

See below for specific info for your situation.

* (if you don’t have an exception to stay through Winter Break)

**GRADUATING SENIORS**

- You must cancel your housing for Spring 2021. Failure to cancel your housing by December 1 may result in a financial penalty.
- If you do not have an exception, you must move out of your assigned space completely by Wednesday, November 25 at 12:00 pm.
- If you do have an exception to remain on campus through Winter Break, you must move out of your assigned space completely by Friday, January 8 at 12:00 pm.

**MOVING OFF-CAMPUS**

- If you are moving off campus, you must cancel your housing for Spring 2021. Please note that financial penalties may apply.
- If you do not have an exception, you must move out of your assigned space completely by Wednesday, November 25 at 12:00 pm.
- If you do have an exception to remain on campus through Winter Break, you must move out of your assigned space completely by Friday, January 8 at 12:00 pm.

**LATE STAY CHARGE**

If you leave after your required time, an additional $100 (per night) fee late stay charge may be applied.

**EXPRESSION CHECK-OUT**

Express Check-out is the fastest and easiest way to check out of your room. You may leave any time before your required move-out time. 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 key in the signed envelope, and drop the sealed envelope in the Express Check-out box located near the hall office. However, please note you will not be present when a RA inspects the room for damages.

**CHECK-OUT VIA APPOINTMENT**

We will only offer face-to-face check-outs for special situations. Contact the Residence Education Coordinator (REC) two businesses prior to your scheduled check-out date to schedule an appointment.

At the time of your appointment, meet the staff member at the hall office who will inspect your room and collect your keys. If you miss your face-to-face check out time, you may be required to do Express Check-out.