Moving Out Deadline

Students need to check out of their rooms within 24 hours of their last exam, but no later then **Friday, May 18th at 11:00AM** (when residents halls officially close). Graduating Seniors may stay no later than **Sunday, May 20th at 6:00PM**.

Prior to Moving Out

- Attend the Damage Billing Meeting that will give you important information on what to do to avoid being billed at the end of the school year.
- See your Residence Hall Director to discuss anything you or your suitemates/roommates could potentially be billed for (damages, mounted shelves/mirrors, missing items). Otherwise any damage charges noted after checkout will be applied equally to all occupants’ accounts.
- Attend the Closing Section Meeting to get all the need-to-know information regarding end of year closing.
- Beginning May 2nd, garbage bags, brooms, and dust pans will be available in the Quad Information Centers. Also beginning that week, dumpsters will be available on your Quad for items you’d like to discard. Any large items you’d like to dispose of such as furniture, carpets and lamps, must be thrown away at this time. You may want to remove these items while others are around to assist you.

Need to stay past May 18th?

If you are staying for graduation, UAlbany Dining, Five Quad or the Bookstore:

- **Overnight Approval Forms** will be available beginning April 6th via the Residential Life **MyInvolvement** page.
- **Completed Overnight Approval Forms** must be submitted by 5 PM on Monday May 14th via the Residential Life **MyInvolvement** page.
- **Upon approval,** students will be granted an extension to check out no later then **Sunday May 20 at 6 PM**.

www.albany.edu/housing
Moving Out Checklist

Prior to Quad Information Center Check-out

Please note that once you have check-out you will NOT be able to re-enter the room for any reason.

Before reporting to the Quad Information Center to check-out, make sure you have done all of the following:

♦ Closed all Windows
♦ Removed personal belongings and have taken all trash to the dumpster
♦ Removed all tape and residue from walls, doors, etc.
♦ Double checked that all drawers and closets are empty

Quad Information Center Check-out

♦ Pick up an Express Check Out form at your quad office prior to departure, make sure you fill it out completely and place your keys in and seal the envelope before submitting it to your quad office.

♦ Turn in your keys! You MUST return your keys before leaving campus. They WILL NOT be accepted by mail. If you do not return your keys prior to check out, a lock change will be done immediately and you will incur a $90 charge.

♦ You are responsible for not only the condition of your bedroom, but also any living areas that you shared with suitemates, such as a bathroom and common area. If damage is assessed in these areas and the responsible party is unknown, cost of repair will be divided equally among the occupants who shared the space.

Textbook Rental Returns

If you rented one or more textbooks from the University Bookstore this semester...

Thursday, May 17, 2018 is the last day to return textbook rentals.

Return your books early if possible to avoid long lines!

Remember you don’t get cash back on rental books; you received significant savings upfront.

If you leave campus with your textbook or left your rental at home, you can ship it to the bookstore with a prepaid shipping label available on the bookstore website: [http://albany.bncollege.com/](http://albany.bncollege.com/). You must make sure the textbook is with UPS as soon as possible as it is due at the bookstore by May 23, 2018.

If your books are not returned by May 23rd, 2018 you will be charged a replacement fee and a processing fee.

[www.albany.edu/housing](http://www.albany.edu/housing)
Book Buyback
Get Cash Now!

End of semester book buyback has begun! As you know, finals week is the best time to sell back books, but you can always bring your books in early. Please remember to bring your ID Card and ID number with you.

Graduation

Graduation regalia is now on sale! Stop into the bookstore to pick up regalia, a diploma frame and new Alumni merchandise. Regalia will be on sale at the bookstore until May 6th. Contact the Bookstore at (518) 442-5690 for further details.

Give and Go 2018

When you move out, don’t throw away your unwanted items that are still in good shape. Donate them instead.

COLLECTING:
- Furniture
- Working Appliances
- Working Electronics
- Non-Perishable food
- Household Items
- GENTLY used shoes, clothing and coats

ABSOLUTELY NO:
- Foam mattresses or pillows
- Undergarments or socks
- Ripped or soiled clothing
- Garbage

WHEN?
May 8th—June 1st
10:00am—4:00PM

WHERE?
All residential locations. Look for the specifically marked collection bins and ARNOFF HOMPAK units.

WANT TO HELP?
Contact the Office of Sustainability at gogreen@albany.edu

Need to Change your Address or have your mail forwarded? Please click on the link above or visit the Mail Services Home Page

www.albany.edu/housing
**CONTACT**
Refrigerator Leasing Co., Inc.
(607) 431-9525
www.refrigeratorleasing.com
refrigeratorleasingcompany@yahoo.com

**Alumni:**
Saturday: May 12 3pm-5pm

**Colonial:**
Monday: May 14 11am-2pm

**Dutch:**
Monday: May 14 1:30pm-4pm

**Indian:**
Sunday: May 13 11am-4pm

**State:**
Saturday: May 12 11am-4pm

**University Apartments:**
Call before May 14 to schedule a pickup
Contact Refrigerator Leasing Co. for alternative pickup arrangements if necessary!

**IMPORTANT:**
Clean unit thoroughly and defrost prior to returning.
Don’t forget the ceiling, sides, glass plate and inside of door.
Failure to clean/defrost will result in loss of security deposit.

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**MOVING & STORAGE**

*Don’s Moving & Storage offers full service packing, moving and storage services.*

Visit [albany.edu/uas](http://albany.edu/uas) for the storage reservation form

**Reserve by 5/7/18**

Contact: zach@donsmovers.com
www.donsmovers.com
(518) 462-0697

**ALUMNI:**
Monday: May 14 1pm-3:30pm
Wednesday: May 16 1pm-3:30pm

**COLONIAL:**
Tuesday: May 15 9am-11:30am
Wednesday: May 16 9am-11:30am

**DUTCH:**
Tuesday: May 15 9am-11:30am
Thursday: May 17 9am-11:30am

**INDIAN:**
Wednesday: May 16 1pm-3:30pm
Thursday: May 17 1pm-3:30pm

**STATE:**
Wednesday: May 16 9am-11:30am
Thursday: May 17 9am-11:30am

**FREEDOM & EMPIRE**
Monday: May 14 9am-11:30am

**LIBERTY TERRACE**
Monday: May 14 1pm-3:30pm
Tuesday: May 15 1pm-3:30pm

**OFF-CAMPUS HOUSING**
Select the off-campus housing option on the reservation form!

**ATTENDING SUMMER SESSION?**
Contact Don’s Moving and Storage directly to arrange for short-term summer storage

*Don’s Moving and Storage is the only authorized moving and storage company allowed on campus.*

www.albany.edu/housing
Finals Week Hours of Operation for the Bookstore and UAlbany Dining:

www.albany.edu/uas/hours.php

NOTICE: Any remaining Discount Dollars or Munch Money balances at the end of the Spring 2018 Semester will be forfeited. Discount Dollars and Munch Money balances are good for one academic year only (summer-spring).

www.albany.edu/housing