

MOVE-IN GUIDE

EMPLOYEE, FAMILY AND GRADUATE HOUSING

This move-in guide will provide information on frequently asked housing policies and procedures. It does not cover all policies. For a full list of policies, please refer to the [Residence Life Housing Handbook](#). For clarification or more information, please contact the Central Office at 907-474-7247. They are open Monday - Friday 8am - 5pm and located in the MBS Lobby.

DEPARTMENT OF RESIDENCE LIFE

Contact Info

Moore Bartlett Skarland Complex
1872 Yukon Drive Fairbanks AK 99775
PO BOX 758680 Fairbanks AK 99775
Phone: 907-474-7247
Fax: 907-474-6423
Email: uaf-housing@alaska.edu
Web: www.uaf.edu/reslife



IMPORTANT FOR MOVE-IN

Keys

Keys will only be issued to individual(s) on the university roster as a lease holder, approved adult, or dependent over the age of 12. Multiple keys will NOT be issued out until the person holding the key is reflected on the roster



Rent

Rent is due on the first of the month and posted to your University Account 15 days prior to the due date. Please make payments at the Office of the Bursar or on UAOnline. Payments after the due date incur a \$35 late fee. Failure to pay rent on time for two months in a row will result in a Notice to Quit



Parking

All vehicles must purchase a parking permit. This includes parking in designated or assigned parking spots. Visit the Office of the Bursar Parking Services to purchase a permit online.





MOVE-IN CHECKLIST

STEP One: Checking In

Once you have received your housing assignment and move in day you will need to contact EFG staff to schedule a time to pick up your keys. Check in appointments must be scheduled at least 24 hours in advance. You can contact the RD at lehavard@alaska.edu. At your scheduled time you will meet with a university employee who will show you the location of your unit and give you your keys.

STEP Two: Complete Required Move In Papers

Make sure you have signed your housing agreement, and also have submitted additional adult information, provided supplemental documents (i.e. marriage or birth certificates) and provided animal information and deposit if required.

STEP Three: Complete RCR

Your RCR can be found in your MyHousing portal in the RCR/Damages tab. The RCR will be used as a reference during your checkout inspection for any possible check-out charges.



MOVE-IN HIGHLIGHTS

- **Cancellation:** A 60 day move-out notice is required if moving out prior to your agreement end date. If a 60-day notice is not given, a \$500 cancellation fee will be assessed at check-out. Regardless if you give a 60-day notice, you must notify Residence Life you are moving out by submitting a Housing Cancellation Form via your MyHousing Portal.
- **Mail Services:** If you need to open a mailbox, visit [The Campus Mail Center](#) website. The UAF Campus Mail Center is located at Constitution Hall. The package pick-up window is open from 10am - 5pm, Monday - Friday. For more information, call their office at 907-474-7215 or email uaf-campusmailcenter@alaska.edu.
- **Insurance:** UAF does not insure any personal items. This includes damage caused by facilities failure (such as pipe burst or leaky roof). You can insure through whomever you prefer, or not insure at all.
- **Guests:** Housing is intended for the residents that reside within the communities and is open to guests based on the invitation of the resident(s) that reside in that specific apartment. You cannot have a guest for more than two weeks at a time. Hosts are responsible for their visitors' and guests' behavior and actions, including being liable for any damages. (more information in the [Handbook Homepage](#).)
- **Term Limits:** As stated in our housing agreement, you are subject to housing term limits. Student occupants may reside on campus for four years with the possibility of extension based on availability of housing. Employee occupants may reside on campus for two years with the possibility of extension based on availability of housing.



MOVE-IN HIGHLIGHTS

- **Lead Based Paint:** Residence Life is not aware of any lead based paint in your unit but because the unit was built during a time when lead based paint may have been used, please review the "Protect your Family from Lead in Your Home" pamphlet provided by the U.S. Environmental Protection Agency.
- **Bed Bug Volcano:** The bed bug volcano is a small black pyramid located under the head of the unit beds. Please do not disturb or cover up.
- **Preferred email:** Department notices and announcements will be emailed to your preferred email address as designated on UAOnline. Please verify if your contact information is correct on UAOnline.
- **Unattended Minors:** Dependents of Occupants who are under the age of 12 are not to be left unattended in any residential areas.
- **Additional Adult:** You can request to add an individual to your housing agreement as long as you do not go over your max occupancy limit. Any Dependent over 18, including a spouse is considered an additional adult and must be listed on the occupancy agreement. Please submit any additional adult request form via your MyHousing portal.
- **Lockouts:** If you are locked out of your unit, you can call the RA on duty 24 hours a day at 907-378-5366. If you can't get a hold of an RA, please call the Central Office at 907-474-7247 during business hours or UPD at 907-474-7721 after hours. The charge for a lost key is \$150. All key charges will be placed on UA Accounts and can be paid through UAOnline.



MOVE-IN HIGHLIGHTS

ROOM CONDITION REPORT

Your Room Condition Report (RCR) details the condition of each aspect of your unit. This will include the condition of your door knob to your floor/carpet to the functionality of your outlets/appliances.

We ask that you review your RCR against your unit and indicate any discrepancies you see on the report. We ask that you indicate these discrepancies within 48 hours of your move-in appointment. Your RCR can be found in your MyHousingPortal in the RCR/Damages tab.

You will be able to view the staff assessment of your apartment's condition and indicate whether you agree with that assessment overall or, if you find discrepancies, you can contest the assessment. The RCR will be used as a reference during your checkout inspection for any possible check-out charges

HESS VILLAGE COMMUNITY CENTER



Reserve the Hess Village Community Center for your next event for free!

The HVCC is now swipe access and any registered, current resident may use or reserve the HVCC. Reservations must be made at least 7 days prior to the proposed event.

To find the form, go to www.uaf.edu/reslife > EFG Housing > Community Center Reservation

[HVCC Reservation Link](#)

COMMUNITY COUNCIL & RHA



WHAT IS THE RHA?

Within each area of Residence Life is a community council which is a sub-group of the Residence Hall Association (RHA). RHA is a student-led organization serving as an advocate for residents' needs, concerns, and interests. Community Councils work to build leadership competencies, and allow residents to voice ideas and address questions and concerns in a formal setting.

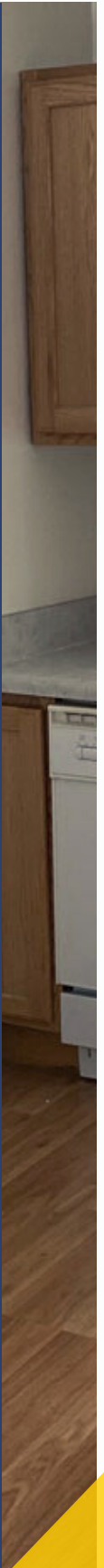
Depending on the area, community councils may have an Executive Board (E-Board) on which residents can serve. These positions lead the community council in each area. Contact the advisor Jake Long to for ways to get involved! This group decides how to invest your programming fee.

To learn more, go to www.uaf.edu/reslife > Current Residents > Resident Hall Association.

[Resident Hall Association Link](#)

FACILITIES

- **Laundry:** Washers and dryers are available at no additional cost to residents. Residents must provide their own laundry detergent. Laundry is available 24 hours and we ask that residents be courteous while doing laundry. Residents in Harwood, Stuart, Walsh, and Hess Village one bedroom units share laundry facilities, while all other areas in EFG housing have a washer and dryer in their unit.
- **Garages:** Units in Chandalar and Tanana come with a garage which is included in the monthly rental payment. Units in Stuart have garage rentals upon request and availability for an additional monthly fee.
- **Work Order Requests:** Submit work order requests online here: <https://uaf.edu/reslife/maintenance.php>
- If you have a clogged pipe, fill out a work order request and do not use products like Drano. Drano does not usually work and it is a highly corrosive liquid.
- If your apartment or room has an emergency maintenance issue, call 907-474-7247 to report this directly to the Dept. of Residence Life between 8am - 5pm, Monday - Friday. After hours, please report the emergency maintenance issue to the RA on Duty at 907-378-5366. If you cannot get a hold of Residence Life staff, you may call UAF Dispatch at 907-474-7721.
- The following maintenance issues are generally considered to be emergencies: Plumbing (toilet is not flushing or is spewing water), broken window, fire safety equipment issue (fire alarm is activated or beeping), fire, flood, loss of heat or water, electricity outage, key/lock issues, or any situation that compromises the health or safety of the residents/community.



STAFF AND CONTACTS



RESIDENT DIRECTOR LORI HAVARD

lehavard@alaska.edu

907-712-7627

Hess Village 760D

CENTRAL OFFICE

Located in the Moore Bartlett Skarland Lobby, the Central Office service window is open Monday - Friday 8am - 5pm.

Phone: 907-474-7247

Email: uaf-housing@alaska.edu

RESIDENT ASSISTANT COVERAGE & CONTACT

Phone Coverage:

7PM - 8AM Monday - Friday; 24/7

Saturday & Sunday

907-378-5366



CAMPUS RESOURCES



Financial Aid Office

107 Eielson Building
907-474-7256
uaf-financialaid@alaska.edu
<https://www.uaf.edu/finaid/>

Office of the Bursar

Signer's Hall First Floor
907-474-7384
uaf-bursar@alaska.edu
<https://www.uaf.edu/bursar>



Sustainability & Free Store

Wood Center
Downstairs of the main level
907-474-5070
<https://www.uaf.edu/sustainability>



Office of Information Technology

Bunnell Building, Room 231
907-450-8300
1-800-478-8226
helpdesk@alaska.edu
<https://www.alaska.edu/oit/get-help/>

