



UMB Housing
CAMPUS LIFE SERVICES
UNIVERSITY OF MARYLAND, BALTIMORE

To All UMB Housing Residents,

As part of UMB's Step 2 response to the COVID-19 pandemic, UMB is now asking residents in Pascault Row and Fayette Square to early terminate their Housing License agreements and make plans to vacate UMB Housing within the next two weeks. Students who provide notice and vacate UMB Housing on or before the move-out deadline of April 10, 2020, will automatically receive a refund or credit, if due.

Please plan to vacate your residence by the deadline of April 10th. If necessary, you may report your intent to vacate by the deadline and request that UMB Housing store your property until you are able to retrieve it or until you return to a unit you have already reserved with a license renewal. Ideally, only students who have no prospect of an alternative residence and international students who cannot return home, should choose to remain. Other cases may arise and should be discussed with UMB Housing, which will consider each matter on a case-by-case basis.

Residents should keep in mind that further restrictions, such as a government order to shelter in place, may require UMB Housing residents to be confined in their UMB Housing for weeks or longer. Residents who remain in UMB Housing must continue to practice physical distancing from others and take steps to limit risks associated with contracting or transferring COVID-19. Those residents remaining may be asked to relocate within Pascault Row or Fayette Square to limit risk to residents. Please read below to find answers to many of your questions.

It is most important that you read the information explaining how to schedule an appointment to vacate your residence in the short timeframe available. If you plan to remain in residence, it is important that you report your intent before the deadline of April 10, 2020 so UMB Housing can take steps to help with continued safe housing for you and for others who do not vacate.

WHAT IF I AM FEELING ILL?

Contact UMB Student Health/UMaryland Immediate Care by phone at (667) 214-1899. If you are instructed to stay home, do so, wherever you are currently located. If you are instructed to self-quarantine or isolate, and you are residing in UMB Housing, contact UMB Housing immediately so UMB Housing can take steps to help with continued safe housing for you and for others who do not vacate UMB Housing.

AM I REQUIRED TO MOVE OUT OF FAYETTE SQUARE OR PASCAULT ROW?

UMB is asking residents in Pascault Row and Fayette Square to early terminate their housing licenses. Ideally, only students who have no prospect of an alternative residence

and international students who cannot return home, should choose to remain. Other cases may arise and should be discussed with UMB Housing, which will consider each matter on a case-by-case basis. Complete this form to report that it is your intent to not vacate UMB Housing: <https://bit.ly/2wEmrVR>

If you do remain in UMB Housing, you will be required to continue to practice physical distancing from other residents and take the necessary steps to limit risks associated with getting or transferring COVID-19. UMB Housing may relocate and transfer individuals who remain in UMB Housing to different units or between areas (Fayette Square and Pascault Row) to achieve physical distancing among residents and within a unit if needed, to address the health and wellbeing needs of all residents.

Note: As conditions continue to evolve due to COVID-19, the plans for UMB Housing occupancy may change. We will notify residents as soon as possible if a complete closure of UMB Housing may be possible in the future based on University, State, or Federal guidance.

HOW DO I MOVE OUT AND CANCEL MY LICENSE?

Complete and submit by email the attached housing license cancellation form to umbhousing@umaryland.edu by 5pm on Friday, April 3, 2020. Please complete the form in its entirety to help expedite the review process and ensure we have your request for early termination. You will then need to follow the steps outlined below to comply with the move out process.

HOW DO I MOVE OUT?

Please schedule an appointment to move out. We ask students to submit three preferred times using this link: <http://survey.constantcontact.com/survey/a07egzlvijdk84rhk6d/start>. We will communicate your appointment time based on the preferred time slots you submit. Practice physical distancing when moving your belongings out of Housing and limit the number of individuals on the elevator to two people. Please do the following: Park your vehicle in one of the open garages in the area. Pack your belongings. Bring your belongings to the first floor and then retrieve your vehicle to load your car.

CAN I PULL INTO THE FAYETTE SQUARE COURTYARD FOR MOVING OUT (FAYETTE SQUARE RESIDENTS ONLY)?

Yes, provided you have an appointment. You are permitted to park in the courtyard during your move-out appointment, after your belongings are on the ground level ready to be loaded into your vehicle, thereby keeping this area clear for others. We can only accommodate one car per resident in the courtyard. The hours for the courtyard availability will be Monday-Friday from 8am-5pm. It is very important that you place your belongings on the first floor ready to load prior to bringing your car into the courtyard. Please only bring one vehicle at a time.

HOW MANY PEOPLE ARE ALLOWED TO HELP ME MOVE?

To more effectively practice physical distancing, we are only allowing 1 other person to help you move. Please note that you and the individual helping you move should not have tested positive for COVID-19, nor been around anyone who was sick in the last 14 days, and should be symptom-free.

WHAT TO DO WHEN I ARRIVE ON CAMPUS TO MOVE OUT OR TO START MY MOVE OUT?

Stop by the office to pick up a check out envelope. Once inside your space, you should pack your belongings and clean your space. You should plan to complete your move out in 2 hours or less.

WHAT SHOULD I DO PRIOR TO CHECKING OUT?

Before checking out, please make sure the following items are taken care of:

- All trash has been removed from your apartment and disposed of in a proper manner
- You have coordinated with any roommates to clean and take care of items in common spaces in the apartment
- Your apartment has been cleaned
- All windows in your apartment are closed
- Your bedroom door is locked
- You have taken note of the condition of your apartment
- Check your mailbox one last time. Please remove all items from the mailbox. If you have any packages in the office, please plan to pick those up
- Check your resident portal account and confirm you do not have a past due balance

HOW DO I CHECK OUT?

After all of the items above have been completed, please bring your completed check-out envelope to the office. You will need to place the following in the envelope: your apartment key, mailbox key, parking pass (if applicable), garage remote (if applicable), and your white temporary swipe card (if applicable). You can place the envelope in the check-out bin in the office or give it to an office staff member. **DO NOT** leave your keys in your apartment.

CAN MY ROOMMATE OR SOMEONE ELSE GET MY BELONGINGS FOR ME?

To ensure that personal items are safeguarded, we do not allow others to pick up your items. The exception to this would be if you are unable to get to campus because you are ill or cannot return for another reason. Please email the housing office at umbhousing@umaryland.edu if you want to request that someone else move your belongings.

I AM UNABLE TO MAKE IT BACK TO CAMPUS DUE TO A 'STAY AT HOME' ORDER, ILLNESS, OR QUARANTINE. CAN MY ITEMS REMAIN IN MY ROOM?

Yes, under these circumstances storage is available at no cost until May 31, 2020. You must email umbhousing@umaryland.edu to request storage.

Fayette Square and Pascault Row: UMB Housing discourages residents from requesting storage of their belongings unless it is a matter of necessity. UMB may need to relocate residents or use housing for other COVID-19 related health and safety reasons. If you are approved for storage, UMB Housing reserves the right to pack any items in storage and relocate them to a secure storage location.

I DO NOT HAVE ANOTHER PLACE TO LIVE AND WANT TO REMAIN IN UMB HOUSING.

UMB is asking residents in Pascault Row and Fayette Square to terminate their housing licenses early. Ideally, only students who have no prospect of an alternative residence and international students who cannot return home, should choose to remain. Other cases

may arise and should be discussed with UMB Housing, which will consider each matter on a case-by-case basis. Complete this form to report that it is your intent to not vacate UMB housing: <https://bit.ly/2wEmrVR>

I RENEWED MY LICENSE FOR NEXT YEAR. CAN I LEAVE ITEMS INSIDE MY ROOM?

Fayette Square and Pascault Row: Yes. We will offer storage as an option for those who have signed a renewal housing license for 2020-2021. UMB Housing will clean your apartment to prepare for the fall semester. Thus, if you are in a 2-bedroom, 3-bedroom, 4-bedroom, or 7-bedroom, you will be required to place all items inside your room and return keys back to the office. You will be able to retrieve your keys on the start date of your renewal housing license (or any day after). Please note, if you request to use the storage option you will not be allowed back in the space throughout the summer for any non-emergency related reason. Please email umbhousing@umaryland.edu to request storage.

Fayette Square and Pascault Row: Under current circumstances, UMB Housing discourages residents from storing their belongings. UMB may need to relocate residents or use housing for other COVID-19 related health and safety needs. If you are approved for storage, UMB Housing reserves the right to pack any items in storage and relocate them to a secure storage location.

I HAVE REQUESTED TO TRANSFER NEXT YEAR CAN I STILL STORE MY ITEMS IN MY ROOM?

Yes. You may use the storage option detailed above. Please remember the dates to transfer will remain the same and you must be back during transfer week to complete your transfer. If you are transferring to or within Fayette Square, all transfers will take place between July 24, 2020-July 30, 2020. If you are transferring to or within Pascault Row, all transfers will take place between July 7, 2020-July 13, 2020.

Under current circumstances, UMB Housing discourages residents from storing their belongings. UMB may need to relocate residents or use housing for another COVID-19 related need. If you are approved for storage, UMB Housing reserves the right to pack any items in storage and relocate them to a secure storage location. Please email umbhousing@umaryland.edu to request storage.

Note: All transfer dates and plans are subject to change based on current and future COVID-19 developments.

WILL I BE REFUNDED FOR THE MONTHS I AM NOT STAYING IN HOUSING?

Yes. UMB will communicate information regarding refunds and credits. Please let UMB Housing know if you have additional questions.

We sincerely appreciate your understanding and cooperation as we navigate this constantly changing situation. If you have any questions, please feel free to contact us at umbhousing@umaryland.edu.
