LEAVING UNIVERSITY APARTMENTS?

Here’s what you need to know!

Preparing your Apartment for Check-Out

Maintaining your apartment can be a challenge when you are juggling school and household responsibilities, but it is important to do so if you wish to avoid cleaning and/or damage charges when you move out. The online Move-Out Guide contains recommendations for cleaning your apartment. On your last day in your apartment (the day you specified in your termination form, or the last day of your lease), you must have removed everything from your apartment and storage area.

In addition to being empty, both areas must be thoroughly cleaned before you hand in your keys. Previous residents have estimated that it takes about 20 hours to thoroughly clean their apartment. Once your keys have been received, a staff inspector will evaluate the condition of your apartment. If they determine that a charge is necessary, we will check for any pre-existing conditions noted on your check-in form or on the previous resident’s check-out evaluation.

Charges

It is our responsibility to charge you for the cost of damages that are not the result of normal wear and tear, because repairing damages will increase the cost of making the apartment ready for the next resident. If we do not collect charges from the resident causing the damage, the cost will be borne by the entire community in the form of rent increases. Most of the time there are no charges or only minimal charges. Lock changes as a result of lost keys, and cleaning of kitchens, bathrooms and windows, are the most frequent reasons that residents are billed. Please note that there will be a charge for a lock change if you do not return all apartment keys issued to you. There will also be a charge if you fail to turn in all your mailbox keys or if the padlock issued to your storage area is missing.

Moving Trucks/Storage Pods

Park your moving vehicle on the street or in your parking stall. If you have a moving company, please contact our Apartment Facilities Office at 262-2037, so they can schedule a location to park their truck on the day of your departure. Make sure you know the size of the truck you have ordered so we can find you a place it will fit.

If your moving company will be providing you with a storage pod, it may be placed in your parking stall - if it can fit. If it is too large for your apartment stall, please contact the Apartment Facilities Office so they can assist with identifying an approved location for your container.

DO NOT drive on the grass or on sidewalks. The damage that can be done to the lawn is very costly, and you will be charged for any needed repairs.

Billing Appeals

Once you receive your final check out invoice, if you wish to appeal those check out charges you must submit your appeal in writing via email to: universityapartments@housing.wisc.edu. Make sure you are clear about what it is you are appealing and why you do not believe the charges are fair.

SWIMMING POOLS

If small “kiddie” pools are found that are left unattended, they will be emptied of water due to safety concerns.
TRAFFIC AND PEDESTRIAN SAFETY
Keeping Yourself Safe

As the warm weather is here and the end of the school approaches it is important we all look towards improved traffic and pedestrian safety. Kids will be out and about in greater numbers so we should all take a minute to review a few safety tips.

Traffic Safety

• When driving around University Apartments and University Houses it is important we GO SLOW and STAY ALERT
• Always fasten your seatbelt when driving
• Check your surroundings before you pull out of a parking stall, turn, or change lanes
• Obey the rules of the road, being sure to drive the speed limit and come to a full stop at stop signs
• Be alert for other drivers, bicycles, and pedestrians

Pedestrian Safety

• Use sidewalks and crosswalks whenever possible. Children will follow your lead so if you use them, they will use them
• Look left, right, and left again before crossing the street
• Do not make sudden moves into the road. Be visible and in expected areas like sidewalks and crosswalks
• If you must walk in the roadway be sure to walk AGAINST traffic so you can see cars coming

SAFE GRILLING TIPS

Residents must follow these safety guidelines when using outdoor grills at University Apartments:

• Grills cannot be used indoors, underneath an overhang, or on a fire rescue platform (balcony).
• Place your grill on the ground at least 10 feet away from the building.
• Pay attention to wind direction and strength before lighting a fire. Smoke may drift into neighbors’ windows, so please be considerate.
• Hot grills must be attended at all times. Keep in mind that the grill is still hot even after you remove your food and extinguish the coals.
• Keep children away from grills.
• Dump water on coals and then let them cool completely before disposing of them in dumpsters.
• Storing charcoal starter fluid inside buildings is not permitted; you may want to try self-starting charcoal, fire starter sticks, or a charcoal chimney.
• Madison fire codes state that propane tanks must be kept outdoors at all times.
PICK UP YOUR PROPERTY STICKERS

If you will be traveling for extended periods this summer, please make sure your property stickers/labels are up to date (including on your bicycle) before you leave. All property stickers expire at the end of June. Everyone needs to place new stickers on their stored items. You can pick up new property stickers at the community center. Here is a link to the storage policy: http://www.housing.wisc.edu/documents/ua-storage-policy.pdf.

EAGLE HEIGHTS DRIVE RESURFACING PROJECT TO BEGIN JUNE 26

All traffic on Eagle Heights Drive will need to follow the one way bus route during this project. Thank you.

STAY GROUNDED WITH THE GROUNDS DEPARTMENT

Parking

This summer, residents may be asked to move their vehicles for the purpose of tree trimming and parking lot maintenance. Please let the office know if you will be out of town for an extended period of time so we can make prior arrangements with you regarding this issue. Thank you.

Please do not park in the visitor stalls if you have paid parking or have a base-lot sticker displayed. (Please read your parking policy)

Remember to drive slowly. School will soon be dismissed for the summer and children will be outside playing.

Garbage and Dumpsters

- Do not place garbage on the ground or on top of the dumpsters.
- Garbage should be placed in proper dumpsters when moving out.
- Please clean up the garbage in the lawn areas when children are done playing.

Property

Flower pots cannot be placed on fire rescue platforms. This is a violation of the fire code.

Please pick up toys from the lawn. Lawn mowing generally takes place every Tuesday.

Grounds staff would greatly appreciate it if the owner of the green canoes on the rack located in Lot Z would contact the office to register the canoes. Thank you.

Property labels expire at the end of the month. Please affix the new yellow labels to your property items. The grounds department will be tagging all abandoned bikes in mid-July, so please have a new label on your bike if you are leaving for the summer; this will prevent your lock from getting cut. Thank you.

If you move out and give property to neighbors, please have them place a new property label on the item so it does not get removed by staff.

CANOE RACK NOW AVAILABLE AT UNIVERSITY HOUSES

Good news! There is now a canoe rack available for residents at University Houses. The rack is located by the Uhouses garden parking area. There is no charge for residents to store their canoe on the rack, but please keep in mind that all canoes must be registered with the front desk of the Community Center and must display a current property label. It is also the resident’s responsibility to secure and lock their canoe.

UA ASSEMBLY HOLDING SUMMER KICK-OFF!

Assembly 2nd Annual Summer Kick-off
Saturday June 3
2–4pm Community Center

Assembly is hosting their second annual summer kickoff! Join us at the Community Center for summer favorites: sprinklers, water balloons, cake, watermelon, and lemonade. For more information, including sign up, go to the apartment’s newsletter & events page.
Assembly Second Annual Summer Kickoff
Saturday, June 3, 2 p.m.-4 p.m.
Eagle Heights Community Center
Assembly is hosting their second annual summer kickoff! Join us at the community center for some summer favorites: sprinklers, water balloons, cake, watermelon, and lemonade. For more information, including sign-up, go to the apartment’s newsletter and events page. Registration Recommended.
Big events require help! If you want to help out with set-up and take-down of the Assembly Second Annual Summer Kickoff, visit the registration page!

Iftar Dinner Celebration
Friday, June 9, 8:30 p.m. - 10:30 p.m.
Eagle Heights Community Center Gym
Come to the community center for a celebratory dinner. The Iftar dinner is a celebration of friends and family and is used to break the fasting associated with Ramadan. There will be fruit, salad, soup, bagels, cream cheese, dates and water provided. We ask that if you are going to attend you please bring a vegetarian dish or a desert dish to share. Registration Required.

Madison Mallards Baseball Game
Saturday, June 10, 4:30 p.m. - 9:30 p.m.
Check-in begins at 4 p.m.
Eagle Heights Brown Shelter
Take me out to the ball game!! Come out and enjoy a night of baseball and yummy ballpark food at the Madison Mallards stadium. The Madison Mallards are a Northwood League minor league baseball team with some of the top collegiate athletes in the US. The “Duck Pond” is home to the Madison Mallards Baseball Club. The fee is $26 per person. Your ticket includes a seat to the baseball game, and an all you can buffet with hotdogs, hamburgers, chips, and soda! Children 5 and under are free and do not need a ticket!

Commnity Campfire
Sunday, June 18, 7 p.m.-10 p.m.
Dejope Fire Circle
Join our community campfire at the Dejope Fire Circle to get to know your fellow neighbors! Registration Required.
COMMUNITY CENTER
OFFICE HOURS:

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Monday</td>
<td>7:45 a.m. to 5:45 p.m.</td>
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<tr>
<td>Tuesday</td>
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<td>7:45 A.M. to 5:45 p.m.</td>
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<tr>
<td>Saturday</td>
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CONTACT INFORMATION:

Rent a Community Center Room

https://housing.ems.wisc.edu

Do you have an upcoming event? The Community Center has space for you! The cost is more affordable than many other locations, and it is easy to find out what space is available, and how much it would cost. If you have a UW NetID, you will sign in with that. If you do not have one, there is no problem! Sign in as a guest!

Contact the Leasing Office

Leasing@housing.wisc.edu

Do you have a question for Peggy? Do you need to talk to Leasing for any reason? Email first! She will be able to answer your questions, or make an appointment for you. That way, you won’t be disappointed if she is already busy with other residents when you stop by.

Your lease, roommate policies, transfer and termination information, and more can be found on the University Apartments section of the Housing website.
http://www.housing.wisc.edu/apartments.htm

Eagle’s Wing Child Care

EaglesWing@housing.wisc.edu

Do you have questions about child care in the Community Center? We welcome any and all questions, comments and suggestions. Based on the topic, your email will be forwarded to the right person to answer your question. To put your child’s name on a waiting list for Eagle’s Wing and/or other campus child care, you can do so at: www.housing.wisc.edu/EaglesWing

Request Repairs Online

If something in your apartment doesn’t work, let us know right away. Repairs will be made even if you are not at home.

Night, weekend, and holiday repairs are only made in urgent situations. If you put in a repair request as soon as you notice a problem, it may keep the problem from getting worse at a time no mechanic is available.

When you need a non-emergency repair, use the Repair website. Only request one repair on each form. The Repairs webpage also has some instructions on small repairs you can make yourself.

To Contact Resident Managers

A Resident Manager is on-call from 5:30 p.m. to 8 a.m. on weekdays, and 24 hours a day on holidays and weekends. No Resident Manager is on Duty at other times, when the University Apartments Office (in the Community Center) is open.

Due to problems with cell reception (sometimes the Resident Manager on Duty is in a basement) the most efficient and effective way to contact the Resident Manager on Duty is sending a text. Texts or calls should be placed to 608-444-9308.

CONTACT US:

611 Eagle Heights
Madison, WI 53705-1501
608-262-3407
TTY/TDD: 608-262-6840
universityapartments@housing.wisc.edu

Eagle’s Wing Child Care

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