

Vacate/Removal Procedure

This procedure applies to situations in which a resident is required to vacate or be removed for nonpayment of rent, health, or other administrative reason.

1. Student Housing & Residential Life staff will contact the resident in an attempt to resolve the difficulty. If no contact or no mutually agreeable arrangement can be reached within 72 hours, an administrator will prepare and issue a notice to vacate.

2. If at the end of this period the resident has not responded, the administrator prepares a "notice to vacate for breach of agreement and demand for possession." A residence hall staff person will deliver the notice (delivery will be attempted in person, but failing that, placement upon the resident's bed will serve to effect notice). The resident will be given 72 hours from the date of delivery to vacate. Residents removed from the halls pursuant to a notice to vacate will be charged in accordance with their service agreement. After the notice to vacate has been served, should the resident's behavior disrupt community standards, the resident's departure may be accelerated.

3. If at the end of the 72 hours the resident has not complied, he or she will be locked out of the space and charged expenses incurred by the university.

4. If the former resident's personal belongings are not claimed during normal business hours within three days after the lock-out, the items will be removed and stored for 30 days at the former resident's expense so that the space may be reassigned. If the space requires cleaning, additional charges will be assessed.

5. The former resident is given the opportunity to claim his or her personal belongings within a 30-day period during normal business hours. After 30 days, these items are considered abandoned and will result in disposal. This process does not limit Student Housing & Residential Life from implementing an interim suspension, which will result in the immediate removal of a resident who is considered to be an imminent threat to themselves or others, pending an expedited hearing.

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