

Dear Courtyards at UMD 2020-21 Same-Bed Resident:

We are writing with important information about getting all items from the common area into your bedroom space for those of you who still have belongings in the common area of your apartment.

Following guidance from the State, we are proceeding with move-out which will include same-bed students getting all items from the common area into your bedroom space. As many students return to campus over three weeks to retrieve belongings and check-out, taking necessary social distancing precautions is an important priority for all of us. To do this as safely as possible, we are instituting a procedure that will limit the number of people that can be in an apartment at one time. **This process will take place between Saturday, May 23 through Sunday, June 7** by appointment only.

No Action Needed If...

- I'm a same-bed resident that has already completely moved out, checked out (turned in keys), and have nothing in the apartment. If this is you, there is nothing more that you need to do.

Action Needed If...

- I'm a same-bed resident that turned in keys (checked out) but left items in the common area. You will need to follow directions below.
- I'm a same-bed resident that has not turned in keys (not checked out) but have all items in my bedroom and no items in the common area. If you fall in this category you will be responsible for turning in all of your keys (front door, bedroom, mailbox) by Sunday, June 7. You can turn in the keys by either:
 - Mailing keys to The Courtyards at UMD postmarked by Sunday, June 7. Please send via standard U.S. Postal Service as we cannot accept or sign for packages at this time however are receiving all mail and packages from the U.S. Postal Service. Address is: The Courtyards at UMD, 8000 Boteler Lane, College Park, MD 20740
 - Or you can come to The Courtyards at UMD and turn in keys via the Clubhouse Vestibule drop-box available 24/7. There are envelopes and a table there to turn in your keys.
- I'm a same-bed resident that has not turned in keys (not checked out) and have items in the common area. You will need to follow directions below.

If you fall into the category of needing to get all items/belongings into your bedroom because you still have items/belongings in the common area; you have two options:

Option 1 | You will get all items/belongings from the common area into your bedroom between May 23 – June 7.

Option 2 | Authorize a friend, family member, or roommate to get all items/belongings from the common area into your bedroom by scheduling an appointment May 23 – June 7.

Option 1 | I will be getting all items/belongings into my bedroom

- Schedule your appointment by visiting the StarRez Portal <https://starrez.umd.edu> and selecting "Commons/Courtyards move out" (even though you're not moving out you will still select this). Each day will have three blocks of time which are: 8am-12pm, 12pm-4pm, and 4pm-8pm.
- On your date, please arrive at your scheduled time to ensure social distancing.

- Bring your keys with you. Providing entry to your apartment can be significantly delayed.
- Remove all personal items from the common area into your bedroom and dispose of all trash. Close and lock all windows, close blinds/shades, and turn off all lights.
- Lock your bedroom door, front door, and balcony door if applicable.
- Check your mailbox one last time.
- Drop off keys at the Clubhouse Vestibule drop box. There will be key envelopes provided for you to put your keys in. You will fill out an envelope (provided by CTY at those stations) which will ask for your name, apartment number, and bedroom letter. On the back of the envelope it lists if you would like to take responsibility for any apartment damage(s). Example: I take responsibility for large bleach stain on living room floor. Put it in the dropbox and you are done.

Option 2 | I will authorize a friend, family member, or roommate

- Schedule your appointment by visiting the StarRez Portal <https://starrez.umd.edu> and selecting “Commons/Courtyards move out” (even though you’re not moving out you will still select this). Each day will have three blocks of time which are: 8am-12pm, 12pm-4pm, and 4pm-8pm.
- Ensure that your proxy has all necessary keys for entry to your unit. **The Courtyards at UMD staff will not provide your proxy access to your apartment/bedroom.**
- Contact your apartment roommates to let them know you will be having a proxy move personal items into your bedroom.
- Have your proxy arrive on time to ensure social distancing.
- Have your proxy remove all personal items in the common area into your bedroom and dispose of all trash. Close and lock all windows, close blinds/shades, and turn off all lights.
- Have your proxy lock your bedroom door, front door, and balcony door if applicable.
- Have your proxy turn in your keys to the Clubhouse Vestibule. There will be key envelopes provided for your proxy to put your keys in. They will fill out an envelope (provided by CTY at those stations) which will ask for your name, apartment number, and bedroom letter. On the back of the envelope it lists if you would like to take responsibility for any apartment damage(s). Example: I take responsibility for large bleach stain on living room floor. Put it in the dropbox and you are done.

Frequently Asked Questions

Where is the same bed storage agreement form link? You must complete this to store items in your bedroom: <https://go.umd.edu/CTYSamebed> If you have already completed this you don’t need to do it again. This link was sent in a previous email.

Do I have to pay to store my items in my bedroom? No. We are glad we can accommodate and make life easier for you.

Can I keep items in the kitchen/fridge, laundry room, HVAC closet, balcony, living room or any parts of the common area? No, only items in the bedroom.

If I lived in a shared bathroom can I store items there? No, only residents that have bathrooms inside their bedroom can store items in their bathroom. Residents that live in 4B-4B, 2B-2B

Standard, 2B-2B Deluxe apartments can store items in bathrooms. If you live in a 4B-2B or a Quad you will not be able to.

What if we leave items in the common area after Sunday, June 7? Any items left in the common area will be considered trash and will be discarded. All items must go in the bedroom.

Will I be able to come back to my bedroom whenever I like after my items are stored? No, you will not have any access to your belongings until you return for the 2020-21 academic year. Please take all items with you that you will need until then.

What if I can't fit everything into the bedroom? You will have to make other arrangements.

What do I do with furniture provided by CTY in the common area? Common area furniture provided by CTY can stay in the common area. Anything not provided by CTY will need to go into the bedroom.

Do I still have to turn in my keys even though I'm returning for 2020-21? Yes, you must turn in all keys no later than Sunday, June 7.

What if I don't turn in my keys? Key charges are \$75 front door, \$75 bedroom door, and \$25 for the mailbox.

How do I forward mail? If you need to forward mail you will do through the U.S. Postal Service.

What if everything is in my bedroom and I don't have any belongings in the common area? If you are in this category, please go ahead and mail all your keys to The Courtyards or you can return them in person via The Clubhouse vestibule available 24/7.

When will I be able to return for the 2020-21 academic year? The 2020-21 lease start date is Tuesday, August 25 and we will provide communication about move-in in the upcoming months.

What is the address to mail keys?

The Courtyards at UMD
8000 Boteler Lane
College Park, MD 20740

**please put your name on the return address so we can clearly identify who the keys belong to.*

Other Important Information

- Please coordinate your appointment time with your roommate(s). For everyone's safety, roommates must schedule different appointment times. If you need to consult with your roommate(s) during your move-out appointment, please be prepared to do so by phone or video conference.
- Per standing direction from state officials, all individuals must wear face masks or other face coverings during this process.
- You must have all of your apartment keys with you when you arrive.
- Please bring all the materials you will need to complete your move-out (suitcases, boxes, protective gloves, hand sanitizer, disinfecting wipes, face mask or other face coverings, etc).

- There will be limited staff available for questions.
- Please review expectations from authorities in your city, county, and state regarding any travel restrictions in your area before scheduling a move-out appointment.
- Trash dumpsters will be available throughout The Courtyards parking lot areas.
- UMD DOTS have suspended parking citations during move-out.
- The inside of the Clubhouse is closed however the Clubhouse vestibule is open 24/7 where you will drop off the keys. Unreturned keys will result in the following charges: \$75 front door, \$75 bedroom, \$25 mailbox.
- The Courtyards at UMD does not have any moving carts or dolly's available.
- Prior to checking out, please check your mailbox one last time. Mail is not forwarded by The Courtyards and you will have to visit the USPS website to have your mail forwarded to your new address. You will not be able to access your mailbox after you check-out.
- Any/all items left in the apartment after Sunday, June 7 will be considered trash and disposed of.

Thank you & We Hope That You Are Well and Safe!

The Courtyards at UMD Team