UCR CAMPUS APARTMENTS

MOVE-OUT PREPARATIONS

Avoiding Damage

Assessments

UCR Move Out 2019

Move-Out Questions & Answers

UCR Campus Apartments Timeline

UCR Housing, Dining & Hospitality Services
June

1

**JUNE IS UCR MOVING MONTH**
Summer here we come!

**UCR CAMPUS APARTMENTS TIMELINE**
BANNOCKBURN VILLAGE • FALKIRK • OBAN • THE PLAZA • STONEHAVEN

- **May 8 – May 24**
  Mandatory pre-inspections begin. This is a dry run (no charges will be assessed) to alert you to any concerns we have about the condition of your apartment. You do not need to be present.

- **June 1**
  Start thinking about what to do with your stuff—like reduce, reuse and recycle. See “Donate or Dump” below.

- **June 30, 5pm**
  Final deadline to move-out. You can leave anytime in June, but we won’t pro-rate your rent. Make sure you leave your keys at the RSO in the official Key Return Envelope provided in your mailbox. If you need to drop off keys after hours, place them in the CA-RSO front-door slot.

- **July 1**
  Final inspections begin.

- **July 12**
  Notice of move-out charges will be emailed by this date.
**Avoiding Damage Assessments**

$800*  
Replacing broken/missing appliances (stove, oven, refrigerator); Painting over an unauthorized color

$500*  
Fumigation and cleaning from pet droppings or other unsanitary conditions

$175*  
Replacing damaged window coverings (each)

$150*  
Replacing damaged or unauthorized door locks; Rekeying locks with missing keys; Fixing damaged door frames

+$1,000*
Replacing the carpet due to burns, stains or tears resulting from negligence

$125*  
Fixing/replacing broken garbage disposal

$100  
Cleaning laminate flooring

$80*  
Replacing damaged/missing light fixtures or covers

$10*  
Replacing burned out or missing light bulbs

**ADDITIONAL CHARGES:**

$40.74/hour  
Removal of interior and/or exterior trash, abandoned furniture/property, personal belongings, electronics, etc*

*Amounts shown represent maximum potential charges per occurrence. Not every possible cause of fines is listed. Additional damages or conditions may be considered.
**UCR Campus Apartments Move-Out FAQ**

**ARE YOU SURE I HAVE TO MOVE OUT?**
If you haven’t renewed your lease for the exact same apartment, you have to move out. If you think there’s an error, contact the Housing Administration office immediately at (951) 827-6350.

**WHAT DO I NEED TO DO BEFORE I MOVE?**
Make sure everything in your apartment works. If not, put in a Service Request. Next: clean, clean, clean. You’ll save hundreds (or more!) in extra fees by leaving your apartment in move-in condition. Finally, review the Move-Out Preparations Guidelines, which is left on your apartment door during pre-inspection.

**THERE’S NO DAMAGE AND I CLEANED. CAN I STILL BE CHARGED?**
Yes. Standard cleaning and carpet cleaning charges are assessed to every resident. Damages and unpaid rent will be taken out of your Security Deposit. Charges beyond this are added to your housing account.

**IS MAIL FORWARDED TO MY NEW ADDRESS?**
Yep, but you must file the change of address form with the U.S. Post Office, either online (usps.com) or at the post office. Remember to check and clean out your mailbox prior to returning your keys.

**CAN I USE A MOVING POD?**
Yes, but you will need to get prior approval from your RSO. Unauthorized moving pods may be subject to citation.

**WHEN DO I HAVE TO MOVE OUT?**
You must vacate by 5pm on June 30. Staying past 5pm will result in additional charges. Leave your keys at your RSO in the Key Return Envelope provided in your mailbox. (Stonehaven residents: Leave your gate clicker & parking permit, too.) After regular business hours, please use the drop box or door slot at your RSO.

**WHAT IF I CAN’T MOVE OUT IN TIME?**
If you can’t move out in time due to extenuating circumstances, you may request a brief extension at the Housing Administration office. Requests must be submitted by noon on June 5 at myhousing.ucr.edu. There is a daily charge for stays extended beyond June 30.

**FEES? WHAT CAN I BE CHARGED FOR?**
Not cleaning up properly. Or breaking appliances, trashing the carpet or other conditions listed above. Damages in common areas will be assessed to all roommates, unless one takes responsibility. Depending on what we find in the Final Inspection, you can be charged for items NOT noted during pre-inspection.

**HOW WILL I KNOW IF I’VE INCURRED ADDITIONAL CHARGES?**
Notice of move-out charges will be sent to you via email by July 12.

Your scheduled preliminary inspection shall satisfy Civil Code section 1950.5(f)(1) requiring landlords to provide an opportunity for a preliminary inspection. A Move-Out Preparations Guidelines sheet will be left in your apartment for you and exceptional items for your consideration may be specifically noted. If you prefer to be present during the preliminary inspection, please contact your Resident Services Office immediately.

*Standard carpet and cleaning charges do not apply to Oban Family Housing*
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**UCR Campus Apartments Move-Out FAQ**

### MC265

**U.S. Post Office**

**For mail** that is to be forwarded to your new address, you must file the change of address form **before** you vacate your apartment. Note: If you've renewed your lease for the current academic year and you vacate your apartment before the end of the academic year, you will be charged for any mail that has been received at your current apartment address after you vacate.

**To my new address?**

**Is mail forwarded?**

Yes, but you must file the change of address form before you vacate your apartment.

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**Moving Out of Your Residence**

**Do before I move?**

- Check your lease for renewal
- Move-out wiki questions (Log into your My Housing account)

**Timeline**

**May**
- Mandatory Pre-Inspections: This is a dry run (no charges will be assessed) to alert you to any concerns we have about the condition of the premises.
- May 8–May 24

**June**
- Final deadline to move-out: June 30, 5pm
- Final inspections begin
- June 1

**July**
- Notice of move-out charges will be sent to you via email by July 12.
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**Avoiding Damage Assessments**

- **Rental Agreement**

**Amounts shown represent maximum potential charges per occurrence.**

[**Additional Information**](https://myhousing.ucr.edu)

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### LARGE DUMPSTERS

Large dumpsters will be available for trash and oversized items at Bannockburn Village, Oban, Falkirk and Stonehaven. The Plaza will share a dumpster with Bannockburn Village.

### RSO COLLECTIONS

Donate non-perishable food, books and personal items (e.g. soap, laundry detergent, lamps, small appliances, bedding, cleaning supplies) for those in need in the Riverside community. Collections will take place at the UCR Campus Apartments RSO and Stonehaven RSO.

### DONATION BINS

Donate clothing, shoes, linens, toys and household textiles in good condition (also books, CDs, DVDs, picture frames, bowls and vases). Bins from the American Textile Recycling Service (ATRS) will be available at Bannockburn Village, Falkirk, Oban and Stonehaven. The Plaza will share bins with Bannockburn Village.

### AMNESTY BOX

Have silverware, plates, mugs, napkin dispensers and/or other items from campus restaurants that happened to find their way into your apartment? Return them, along with any other university property — no questions asked — to the “Amnesty Box” at the UCR Campus Apartments RSO.