UCR CAMPUS APARTMENT MOVE-OUT PREPARATIONS

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

May 10–May 26
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 21
Notice of move-out charges will be emailed by this date.
Avoiding Damage Assessments

$1,000*
Damaged tile or laminate; Replacing carpet due to burns, stains or tears resulting from negligence

$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

$125*
Fixing/replacing broken garbage disposal

$80*
Replacing damaged/missing light fixtures or covers

$10*
Replacing burned out or missing light bulbs

*Amounts shown represent maximum potential charges per occurrence. Not every possible cause of fines is listed. Additional damages or conditions may be considered.

Cleaning Charges:
$32/hour
Removal of interior and/or exterior trash; abandoned furniture/property, personal belongings, electronics, etc.
UCR Campus Apartments Move-Out FAQ

**QUESTIONS & ANSWERS**

**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.

**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 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.

**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 June 2 at 12pm. There is a daily charge for stays extended beyond June 30.

**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.

**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.

**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.

**HOW WILL I KNOW IF I’VE INCURRED ADDITIONAL CHARGES?**
Notice of move-out charges will be sent to you via e-mail by July 21.

**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.

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**QUESTIONS & ANSWERS cont.**

**MAKE SURE TO CLEAN YOUR APARTMENT!**

- **Keep your apartment clean.**
- **Clear out any belongings.**
- **Check and clean out your mailbox.**

**LARGE DUMPSTERS**

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

**PLANET AID BINS**

Donate non-perishable food, cleaning supplies, clothing, shoes, and more. Visit the UCR Campus Apartments RSO and Stonehaven for donations.

**AMNESTY BOX**

Donate silverware, plates, mugs, napkin dispensers, and other items from campus restaurants that may have broken. Donated materials will be available at the UCR Campus Apartments RSO.

**RECYCLE & PLANET AID PLAN**

- **Reduce, reuse, and recycle**
- **Donate or donate to the planet aid bin.**

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**SMALL APPLIANCES & LAMINATE REMOVAL**

- **Take small appliances, bedding, cleaning supplies, and other items from campus restaurants to the UCR Campus Apartments RSO.**
- **Place them in the CA-RSO front-door slot.**

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**PLEASE NOTE:**

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.
### Donate or Dump

**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. Donated materials will be given to R’Pantry and Guardian Scholars.

**PLANET AID BINS**
Donate clothing, shoes, linens and pots and pans in good condition. Planet Aid bins 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.