MOVE-OUT PREPARATIONS

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

June
1

JUNE IS UCR MOVING MONTH
Summer here we come!

May 13—May 29
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**

- **$800**
  - Replacing broken/missing appliances (stove, oven, refrigerator); Painting over an area.

- **$500**
  - Removal of trash, abandoned furniture and other personal effects; Fumigation and cleaning from pet droppings or other unsanitary conditions.

- **$50**
  - Removing grime, tape and stickers (and repairing excessive nail holes) from walls and doors; Cleaning dirty stove, oven & hood; Cleaning windows, sills and blinds; Removing mold & mildew from bathroom walls & ceiling; Cleaning dirty bathroom fixtures (toilet, shower, sinks, cabinets); Removing trash and/or furniture from patio or entryway; Replacing damaged/missing light fixtures or covers.

- **$175**
  - Replacing damaged window coverings.

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

- **$125**
  - Fixing/replacing broken garbage disposal.

- **$100**
  - Cleaning laminate flooring.

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

*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**

### 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. You need to 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 out?**
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.

**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.

**IF THERE’S NO DAMAGE AND I CLEAN UP, 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.

**How will I know if I have incurred additional charges?**
Notice of move-out charges will be sent to you via e-mail by July 21.

**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.

**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 5pm, June 5. There is a daily charge for stays extended beyond June 30.

**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.

**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

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<th>LARGE DUMPSTERS</th>
<th>RSO COLLECTIONS</th>
<th>PLANET AID BINS</th>
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<tr>
<td>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.</td>
<td>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 Campus Apartments RSO and Stonehaven RSO.</td>
<td>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.</td>
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### 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 Campus Apartments RSO.