UCR CAMPUS APARTMENTS

MOVE-OUT PREPARATIONS

UCR Campus Apartments Timeline

Avoiding Damage

Assessments

Move-Out Questions & Answers

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. Your scheduled preliminary inspection shall satisfy Civil Code section 1950.5(f)(1). Your scheduled preliminary inspection will be left in your apartment for you and an opportunity for a preliminary inspection. A mandatory pre-inspection begins. 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. Your scheduled preliminary inspection shall satisfy Civil Code section 1950.5(f)(1).

Assessments

WHAT IF I CAN'T MOVE OUT IN TIME?

WHAT DO I NEED TO DO?

WHAT IF I'VE INCURRED ADDITIONAL CHARGES?

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THERE'S NO DAMAGE?

Replacing broken/garbage is left on your apartment door during pre-inspection.

WHAT IF I CAN'T MOVE OUT IN TIME?

Your scheduled preliminary inspection will be left in your apartment for you and an opportunity for a preliminary inspection. A mandatory pre-inspection begins. 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. Your scheduled preliminary inspection shall satisfy Civil Code section 1950.5(f)(1).

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May 9 – May 25
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 2
Final inspections begin.

July 20
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 apartment.

**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.

**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 20.

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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 shall 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*
**UCR Campus Apartments Move-Out FAQ**

**WHAT DO I NEED TO DO BEFORE I MOVE?**

- **Final deadline to move-out.** You can leave anything you do not wish to keep. 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, including damages or missing appliances. If you want to extend your stay, please email your RSO.
- **Rent will be taken out of your Security Deposit.**
- **Are damages and unpaid utility bills deducted from the Security Deposit?** Yes. Standard cleaning and carpet cleaning charges are assessed to every resident. Damages and unpaid bills will be deducted from your Security Deposit. Learn more about securing your Security Deposit funds by going here.
- **Can I use a moving pod?** Yes, but you will need to get prior approval from your RSO. Unauthorized moving pods are left on your apartment door during pre-inspection. Review the Move-Out Preparations Guidelines, which will be available at Bannockburn Village, Falkirk, Oban and Stonehaven. The Plaza will share bins with Bannockburn Village.
- **What if I can’t move out?**
  - **WHEN DO I HAVE TO MOVE OUT?** Your scheduled preliminary inspection, you can be charged for items NOT noted during pre-inspection. Depending on what we find in the Final Inspection, you can be charged for damages not noted during pre-inspection. If you leave anything in your apartment, you may be charged for damages or unpaid bills. It is your responsibility to leave your apartment in good condition.
  - **What if I need to extend my stay?** Depending on circumstances, you may request a brief extension at the RSO.
  - **If I’ve Inurred Additional Charges?**
- **How will I know?** Noti ce of move-out charges will be emailed on July 20. If you’re unable to access your email, please use the drop box or door slot at 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 mailbox. If you need to drop off keys after hours, please use the drop box or door slot at your mailbox prior to returning your keys.
- **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.
- **If you haven’t renewed your lease for the exact same apartment, you have to move out.** If you think there’s something missing, file a service request. Finally, don’t forget to clean. You’ll save hundreds (or more!) in extra fees by cleaning your apartment. If you still have questions, email your RSO.

**WHAT QUESTIONS ARE ASKED?**

- Any concerns we have about the condition of your apartment may be specifically noted. If you prefer to have us inspect your apartment before you leave, you must inform us by Monday, June 14. Any supplies remaining in the apartment will be considered your property. Not every possible cause of fines is listed. Additional damages or conditions may be considered.

**ADDITIONAL CHARGES?**

- **$100 for light fixtures or burned out or damaged door locks;**
- **$125 for missing appliances** or with missing keys; (stove, oven, refrigerator);
- **$250 for missing light coverings** (each);
- **$40.74/hour for cleaning from aged or unauthorized refrigerator;**
- **$1,000 for replacing the carpet due to burns, stains, other unsanitary conditions, or other circumstances, you may request a brief extension at the RSO.**

**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.

**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.