GLEN MOR MOVE-OUT TIMELINE
FOR RESIDENTS WITH ACADEMIC-YEAR LEASES (BUILDINGS E, F, G & I)

- **June 1**
  - **June 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 17, 5pm**: Final deadline to move out. You can leave anytime before your move-out date, 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 Key Return Drop Box located at the Glen Mor RSO.
  - **June 19**: Final inspections begin.
  - **July 8**: Notice of move-out charges will be emailed by this date.

**Avoiding Damage**
- Fixing/replacing broken garbage disposal
- Fixing damaged or unauthorized door locks
- Rekeying locks
- Painting over an unauthorized color
- Repairing burned out or missing light fixtures or missing appliances
- Replacing broken or missing refrigerator
- Replacing broken/corroded mirror
- Damaged tiile/laminate

**Assessments**
- **$10**: Damaged furniture due to negligence or abuse
- **$800**: Damaged furniture or carpet
- **$2,000**: Damaged furniture due to negligence or abuse
- **$125**: Damaged windows
- **$500**: Damaged windows
- **$10**: Broken garbage disposal
- **$125**: Lost keys
- **$500**: Lost keys

**Move-Out FAQ**
- How will I know if I’ve incurred fees? What can I be charged for?
  - If you still have belongings to remove, you will be charged
  - Not cleaning up properly. Or breaking appliances, trashing the carpet or other conditions listed above.
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**Donate or Dump**
- SORO COLLECTIONS
- Donate clothing, shoes, linens and pots and pans in good condition. One Planet Aid designated box near the RSO.
- Books and personal items (e.g. books, papers, files) can be donated.
- Large dumpsters available for trash and oversized objects.
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- R’Pantry and Guardian Scholars.
- UCR Housing account.
- Cleaning from top to bottom, inside and out, including Ethernet cables will be taken out of your Security Deposit.
Avoiding Damage Assessments

$2,000*
Replacing broken or damaged furniture due to negligence or abuse
(complete bedroom furniture replacement)

$1,000*
Damaged tile/laminate; Replacing the 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 blinds (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

CLEANING CHARGES:
$32/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.
Glen Mor Move-Out FAQ

QUESTIONS & ANSWERS

ARE YOU SURE I HAVE TO MOVE OUT?

If you have an academic-year lease, you have to move out, even if you are returning to the same apartment in the fall. 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 charges are assessed to every resident. Damages and unpaid rent and missing items (including Ethernet cables) will be taken out of your Security Deposit. Charges beyond this are added to your UCR 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.

WHEN DO I HAVE TO MOVE OUT?

You must vacate by 5pm on June 17. Staying past 5pm will result in additional charges. Leave your keys at your RSO in the Key Return Envelope provided in your mailbox. After hours, place them in the Key Return Drop Box located at the Glen Mor RSO.

WHAT IF I CAN'T MOVE OUT IN TIME?

If you can’t move out in time due to extraordinary circumstances, you may request a brief extension at the Housing Administration office. Completed requests (with proper documentation) must be submitted by June 2 at 5pm.

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 e-mail by July 8.

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. However, there will be no dumpster at Glen Mor.

### 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 Glen Mor 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. One Planet Aid bin will be located outside D Building; another will be located near the RSO.

### AMNESTY BOX

Do you 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 Glen Mor RSO.