**MOVE-OUT PREPARATIONS**

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

**June 1**
- Mandatory pre-inspections begin. This is a dry run (no charges will be assessed) to alert you of any concerns we have about the condition of your apartment. You do not need to be present.
- Start thinking about what to do with your stuff—like reduce, reuse and recycle. See “Donate or Dump” below.
- Final deadline to move out. Residents can leave anytime before your move-out date, but we won’t pro-rate your rent.
- Final inspections begin.
- Notice of move-out charges will be emailed by this date.

**June 13, 5pm**
- Final deadline to move out. Residents 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 your keys after hours, place them in the Key Return Drop Box located at the Glen Mor RSO.

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

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- **Avoiding Damage Assessments**
- **Move-Out Questions & Answers**
- **Donate, Dump or Return**
**Avoiding Damage Assessments**

-$2,000+\text{**}
Replacing broken or damaged furniture and/or carpeting damaged due to negligence or abuse.

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

**$500\text{*}**
Removing trash, abandoned furniture and other personal effects; Fumigation and cleaning from pet droppings or other unsanitary conditions

**$50\text{*}**
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 entryway; Replacing damaged or missing light fixtures or covers

**$40\text{*}**
Cleaning out and/or defrosting the refrigerator (don’t use sharp objects for ice build-up; you could damage the freezer and incur more fees)

**$175\text{*}**
Replacing damaged window blinds

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

**$125\text{*}**
Fixing/Replacing broken garbage disposal

**$100\text{*}**
Cleaning laminate/tile flooring

**$5\text{/sq.ft}\text{*}**
Replacing burned out or missing light bulbs

**$5\text{/sq.ft}\text{*}**
Replacing damaged laminate flooring/tile

**$30\text{*}**
Cleaning all counters, shelves, cabinets and sinks; Removing marks or stickers from furnishings

**$20\text{*}**
Having to vacuum the carpet or remove large pieces of debris from floors (you can borrow a vacuum from your RA)

**$10\text{*}**
Replacing burned out or missing light bulbs

**$5\text{/sq.ft}\text{*}**
Replacing damaged laminate flooring/tile

*Amounts shown represent maximum potential charges per occurrence. Not every possible cause of fines is listed. Additional damages or conditions may be considered. **$2,000 charge is for complete bedroom furniture replacement for one resident; to replace all furniture in a Glen Mor apartment could range as high as $4,800 per resident. Carpet replacement due to burns, stains or tears could cost up to $1,000.*
### Glen Mor Move-Out FAQ

#### Questions & Answers

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Are you sure I have to move out?</strong></td>
<td>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.</td>
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<tr>
<td><strong>What do I need to do before I move out?</strong></td>
<td>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.</td>
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<tr>
<td><strong>If there's no damage and I clean up, can I still be charged?</strong></td>
<td>Yes. Standard cleaning and charges are assessed to every resident. Damages, 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.</td>
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<tr>
<td><strong>Is mail forwarded to my new address?</strong></td>
<td>Yes, but you must file the change of address form with the U.S. Post Office, either online (<a href="http://www.usps.com">www.usps.com</a>) or at the post office. Remember to check and clean out your mailbox prior to returning your keys.</td>
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<tr>
<td><strong>When do I have to move out?</strong></td>
<td>You must vacate by 5pm on June 13. Staying past 5pm will result in additional charges. Leave your keys at the 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.</td>
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<tr>
<td><strong>Fees? What can I be charged for?</strong></td>
<td>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.</td>
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<td><strong>How will I know if I have incurred additional charges?</strong></td>
<td>Notice of move-out charges will be sent to you via email by July 3.</td>
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<td><strong>What if I can't move out in time?</strong></td>
<td>If you cannot move out in time due to extraordinary circumstances, you may request a brief extension from Housing Administration. Completed requests (with proper documentation) are due no later than 5pm on June 5.</td>
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</tbody>
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### Moving Out in June

- **JUNE 1**
  - Start thinking about what to do with your stuff—like reduce, reuse and recycle. See "Donate or Dump" below.
  - Mandatory pre-inspections begin. This is a dry run (no preliminary inspection). Have silverware, plates, mugs, napkin dispensers and personal items (e.g. soap, laundry supplies) for those in need in the Riverside community. Donate non-perishable food, books and clothing—especially to the "Amnesty Box" at the Glen Mor RSO.

- **JUNE 5**
  - Completed requests (with proper documentation) are due no later than 5pm. If you prefer 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.

- **JUNE 11**
  - You must vacate by 5pm on June 13. Staying past 5pm will result in additional charges. Leave your keys at the 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.

- **JUNE 13**
  - Final deadline to move-out. Residents can leave anytime before your move-out date, but we won't pro-rate your rent.

- **JUNE 15**
  - 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, Dump or Return**

**LARGE DUMPSTERS**
Large dumpsters are 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.

**PLANET AID BINS**
Donate clothing, shoes, linens and pots and pans in good condition. Planet Aid bins will be available in June at most Housing communities. One Planet Aid bin will be located outside D Building, and another will be located near the RSO.

**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, and all other university property — no questions asked — to the “Amnesty Box” at the Glen Mor RSO.

UCR | Housing, Dining & Residential Services