**Move-Out Preparations**

**Residence Halls Timeline**

- **May 25–May 31**: Mandatory Closing meetings. This is an opportunity to find out from your RA everything that is needed from you in order for you to have a successful move out.

- **June 3, 12pm**: Requests to extend your stay beyond the end of your contract are due by 12pm to your respective RSO.

- **June 11, 5pm**: Final Deadline to move out. You can move out anytime up to this date but your housing payment will not be pro-rated. Make sure you have checked out either with your RA or through the Express Checkout process.

- **June 27**: Notice of additional charges, if any, will be mailed to you this week.

**Avoiding Damage Assessments**

- **ARE YOU SURE I HAVE TO MOVE OUT?**
  All Residence Hall spaces must be vacated by 5pm Saturday June 13. If you need more time, you must submit an extended stay request to your RSO no later than 12pm Friday June 5.

- **WHEN DO I HAVE TO MOVE OUT?**
  You must move out of your space no later than 5pm on Saturday June 13. This can be accomplished by setting up an appointment with your Floor RA or utilizing the Express Checkout method. Both processes are detailed at housing.ucr.edu/help-desk/movein-moveout.aspx

- **WHAT DO I NEED TO DO BEFORE I MOVE OUT?**
  Make sure everything in your Residence Hall room works. Next CLEAN, CLEAN, CLEAN. Finally, review the move out preparations guidelines and ask your Resident Advisor if you have questions.

- **IF THERE'S NO DAMAGE AND I CLEAN UP, CAN I STILL BE CHARGED?**
  Yes, charges can be assessed to all members of a community if there are common damages to lounge spaces or public areas. NOTE: Residential Life & Services staff will be entering rooms between 8am and 9:30pm during finals week to complete room inspections as individual occupants vacate assigned spaces.

- **FEES? WHAT CAN I BE CHARGED FOR?**
  Not cleaning up properly. Damages to the room as listed previously. Failure to check-out properly or on time. Common area damages can be assessed to all residents of a floor or community unless a person takes responsibility.

- **HOW WILL I KNOW IF I HAVE INCURRED ADDITIONAL CHARGES?**
  Notice of move out charges will be sent to you the week of June 29.

**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.

- **PLANET AID BINS**
  Donate clothing, shoes, linens and pots and pans in good condition. Planet Aid bins will be available starting June 1 in the A-I lobby, at the Lothian entrance and at Pentland Hills A building. Additional bins are located at Glen Mor, Bannockburn Village, Falkirk, Oban and Stonehaven.

**JUNE IS UCR MOVING MONTH**

Summer here we come!

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## Avoiding Damage Assessments

- **$490*** Replace MicroFridge
- **$300*** Repaint an entire room
- **$200*** Repaint one wall
- **$155*** Replace a damaged smoke detector
- **$150*** Replace window blinds
- **$130*** Replace broken, missing or damaged bookshelf
- **$110*** Lost keys
- **$75*** Improper check-out
- **$50*** Removing grime, tape and stickers (and repairing excessive nail holes); per wall
- **$50*** Having to clean entire carpet
- **$35*** Trash removal

$750*** Lounge furniture replacement

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

QUESTIONS & ANSWERS

ARE YOU SURE I HAVE TO MOVE OUT?

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IS MAIL FORWARDED TO MY NEW ADDRESS?

Yes, but you have to file a change of address for with the Post Office either in person or online at USPS.COM

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WHAT IF I CAN’T MOVE OUT IN TIME?

If you cannot move out on time, you need to request an extended stay no later than 12pm Friday June 5 at your respective RSO. Requests for extension are not guaranteed and there is a daily charge for staying past 5pm on June 13.

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HOW WILL I KNOW IF I HAVE INCURRED ADDITIONAL CHARGES?

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CAN I USE A MOVING POD?

No.
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