

# GLEN MOR MOVE-OUT PREPARATIONS



## RESIDENTS WITH YEAR-ROUND LEASES

*Glen Mor Buildings A, B, D, I, L & M*



Please plan to move out no later than **5pm, Thursday, June 30**. Fill out your Checkout Envelope,\* enclose your keys, and leave the envelope at the RSO.

\*Checkout Envelopes are available at the RSO

## AVOIDING DAMAGE ASSESSMENTS



\*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

### ARE YOU SURE I HAVE TO MOVE OUT?



If your lease expires on June 30th, you will need 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 should be prepared to be moved out by 5pm on June 30. Staying past 5pm will result in additional charges. Fill out the Checkout Envelope, enclose your keys, and leave the envelope in the Key Return Drop Box at the Glen Mor RSO.

### 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 will avoid unnecessary fees by leaving your apartment in move-in condition.

### CAN I BORROW A MOVING CART?



Yes. If you arrive during regular business hours (Monday thru Friday, 8am-7pm. Saturday 12pm-4pm), you will be able to check out a sanitized blue moving cart from the RSO.

### DONATION BINS



Bins from the American Textile Recycling Service (ATRS) will be available. Bins are located at the Glen Mor RSO. Donate clothing, shoes, linens, toys and household textiles in good condition. Household textiles including soft toys, stuffed animals, blankets, sheets, pillows, memory foam pillows, towels, shower curtains, comforters, drapery, mats and small rugs. Please only donate items that are not breakable when dropped into a bin.

### FEES? WHAT CAN I BE CHARGED FOR?



Not cleaning up properly. Moving or removing furniture. 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 move-in inspection.

### THERE'S NO DAMAGE AND I CLEANED. CAN I STILL BE CHARGED?



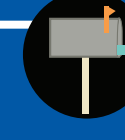
Yes. Standard cleaning charges are assessed to every resident. Damages and unpaid rent and missing items (including Ethernet cables) will be taken out of your Security Deposit. Charges beyond this are added to your UCR Housing account.

### HOW WILL I KNOW IF I'VE INCURRED ADDITIONAL CHARGES?



Notice of move-out charges will be sent to you via email.

### IS MY 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 for mail and packages at the RSO prior to returning your keys.**

### IF YOU HAVE MORE QUESTIONS...



More information is available at your RSO, and on the Move-Out page of the Housing website: [housing.ucr.edu/move-out](http://housing.ucr.edu/move-out)