Residents with Academic-Year Leases

Glen Mor Buildings E, F & G

* Checkout Envelopes are available at the RSO

Please plan to move out no later than 5pm, Saturday, June 11. Fill out your Checkout Envelope,* enclose your keys, and leave the envelope 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.

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

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

$1,000*
Damaged tile/ laminate; Replacing the carpet due to burns, stains or tears resulting from negligence

$500*
Fumigation and cleaning from pet droppings or other unsanitary conditions

$300*
Replacing damaged or unauthorized door locks; Rekeying locks with missing keys; Fixing damaged door frames

$200*
Fixing/ replacing broken garbage disposal

$175*
Replacing damaged blinds (each)

$10*
Replacing burned out or missing light bulbs

$80*
Replacing damaged/missing light fixtures or covers

Cleaning Charges:

$44.11/hour
Removal of interior and/or exterior trash, abandoned furniture/property, personal belongings, electronics, etc.

Saturday
11
JUNE
4/C ON WHITE 4/C ON DARK 4/C ON GOLD

GLEN MOR MOVE-OUT FAQ

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 do not move out, you will be assessed the Housing Administration’s normal residency rates, as well as any move-out charges.

WHEN DO I HAVE TO MOVE OUT?
You should be prepared to be moved out by 5pm on June 11. 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.

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 pre-inspection.

THERE’S NO DAMAGE AND I CLEANED. CAN I STILL BE CHARGED?
Yes. Standard cleaning is done by our cleaning crew. With damage, we will assess the cost to repair or replace the damaged item. You may be charged for damages or cleaning.

IS MY MAIL FORWARDED TO MY NEW ADDRESS?
Yes. Standard forwarding of mail is done by the U.S. Postal Service. If you think there’s an error, contact the Housing Administration office immediately at (951) 827-6350.

HOW WILL I KNOW IF I’VE INCURRED ADDITIONAL CHARGES?
Notice of move-out charges will be sent to you via email.

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, draperies, mats and small rugs. Please only donate items that are not breakable when dropped into a bin.

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.