

CAMPUS APARTMENT MOVE-OUT PREPARATIONS



WHAT RESIDENTS NEED TO KNOW

Bannockburn Village • Falkirk • Oban • The Plaza • Stonehaven



Please plan to move out no later than **5pm, Thursday, June 30**. You can leave anytime in June, but we aren't able to pro-rate your rent.

Fill out your Checkout

Envelope,* enclose your keys, and leave the sealed envelope at the Campus Apartments RSO (Bannockburn Village, D-102). If you need to drop off keys after hours, just place them in the CA-RSO front-door slot.

*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.

CAMPUS APARTMENT 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 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.

FEES? WHAT CAN I BE CHARGED FOR?

Not cleaning up properly. 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 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.**

DONATION BINS

Bins from the American Textile Recycling Service (ATRS) will be available. Bins are located at Bannockburn Village, Oban, Falkirk and Stonehaven. 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.

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.

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.