You must move out no later than **5pm, Tuesday, June 30**.

You can leave anytime in June, but we won’t pro-rate your rent. Fill out the Checkout Envelope*, enclose your keys, and drop the sealed envelope at the Campus Apartments RSO (Bannockburn D-102). If you need to drop off keys after hours, place them in the CA-RSO front-door slot.

*Checkout Envelopes can be picked up at the Campus Apartments RSO*
**Avoiding Damage Assessments**

**$1,000***
Replacing the carpet due to burns, stains or tears resulting from negligence

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

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

**$175***
Replacing damaged window coverings (each)

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

**$125***
Fixing/replacing broken garbage disposal

**$100**
Cleaning laminate flooring

**$80***
Replacing damaged/missing light fixtures or covers

**$10***
Replacing burned out or missing light bulbs

**ADDITIONAL CHARGES:**
$40.74/hour
Removal of interior and/or exterior trash, abandoned furniture/property, personal belongings, electronics, etc*

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

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

If you haven’t renewed your lease for the exact same apartment, you have 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 must vacate by 5pm on June 30. Staying past 5pm will result in additional charges. Pick up a Checkout Envelope at the UCR Campus Apartments RSO, fill it out and enclose your keys. Leave the sealed envelope in the Key Return Drop Box at the CA 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’ll save hundreds (or more!) in extra fees by leaving your apartment in move-in condition.

**ARE THERE ANY SPECIAL GUIDELINES DUE TO COVID-19?**

Yes, there are several key points:
1) Only ONE additional person will be allowed to accompany you into the building.
2) You and your one guest must wear a face covering at all times while on campus, and must adhere to social distance practices.

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

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.

**THERE’S NO DAMAGE AND I CLEARED. 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 clean out your mailbox and check for packages prior to returning your keys.

**IF YOU HAVE MORE QUESTIONS...**

More information is available on the Move-Out page of the Housing website:
housing.ucr.edu/help-desk/movein-moveout