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, Wednesday, June 30. Fill out your Checkout Envelope, enclose your keys, and leave the envelope at the RSO.

Please log into the MyHousing.ucr.edu portal to schedule your move-out time so we can control the number of people in the building at one time.

*Checkout Envelopes are available at the RSO
### AVOIDING DAMAGE ASSESSMENTS

<table>
<thead>
<tr>
<th>Damage Type</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Damaged tile/laminate; replacing the carpet due to burns, stains or tears resulting from negligence</td>
<td>$1,000*</td>
</tr>
<tr>
<td>Replacing broken/missing appliances (stove, oven, refrigerator); painting over an unauthorized color</td>
<td>$800*</td>
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<tr>
<td>Fumigation and cleaning from pet droppings or other unsanitary conditions</td>
<td>$500*</td>
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<tr>
<td>Replacing damaged or unauthorized door locks; rekeying locks with missing keys; fixing damaged door frames</td>
<td>$300*</td>
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<tr>
<td>Fixing/replacing broken garbage disposal</td>
<td>$200*</td>
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<tr>
<td>Replacing damaged blinds (each)</td>
<td>$175*</td>
</tr>
<tr>
<td>Replacing damaged/missing light fixtures or covers</td>
<td>$80*</td>
</tr>
<tr>
<td>Replacing burned out or missing light bulbs</td>
<td>$10*</td>
</tr>
</tbody>
</table>

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

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**CLEANING CHARGES:**

$42.05/hour

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

ARE THERE ANY SPECIAL GUIDELINES DUE TO COVID-19?

Yes. You will need to schedule your move-out time on the MyHousing.ucr.edu portal so we can control how many people are in the building at any one time.

CAN I BORROW A MOVING CART?

Yes. If you arrive during regular business hours (Monday thru Friday, 8am–5pm), 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. 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 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