

CAMPUS VILLAGE-GRADUATE MOVE-OUT

LATE CHECK-OUT \$25 PER HOUR! LATE CHECK-OUT \$25 PER HOUR! LATE CHECK-OUT \$25 PER HOUR! LATE CHECK-OUT \$25 PER HOUR! LATE CHECK-OUT \$25 PER HOUR! LATE CHECK-OUT \$25 PER HOUR!

INFORMATION

STEP 1 - CLEANING

A cleaning and damage agreement form is enclosed in this packet. Using it may help avoid disputes among apartment-mates and Campus Village Housing. Here's how it works:

1. All apartment mates must agree to the division of duties and sign the agreement.
2. The signed agreement must be turned in to the CV Housing Office no later than **2 weeks prior to move-out (only one agreement will be accepted per apartment)**.
3. Division of cleaning duties should be equitable.
4. If any common area is not cleaned satisfactorily, only the person(s) assigned to that area will be billed.
5. If you do not submit a cleaning agreement, any cleaning charges will be evenly divided among the four residents. *(Submitting the cleaning agreement is optional but highly recommended.)*

STEP 2 - FURNITURE ARRANGING

All furniture (if furnished unit) must be returned to the original configuration. There are substantial charges for not arranging furniture as described below (see charges list). **Please make sure all dining room, living room & bedroom furniture is returned to exactly where it was set up at check-in:**

- Dining Room Table and Chairs should be properly arranged in the dining area.
- Couch, Chair, Coffee Table, 2 End Tables and a Lamp should be arranged in the living room in the same configuration that you found it upon check-in.
- Bed, Desk, and Chest should be arranged in each bedroom in the same configuration you found it upon check-in.

It's important that your beds be returned to the original position you found them when you checked-in.

STEP 3 - ITEMS YOU MUST RETURN

KEYS: When you are checking out, turn in your front door key, mailbox key and common area key. The charges for keys not returned at the time of check-out will be \$42 for a door key and \$18 for a mailbox key.

FORWARDING OF ADDRESS FOR YOUR MAIL: In order to ensure your mail will be forwarded, complete the U.S. Post Office forwarding address form at: <http://www.usps.com>. **Resident mail delivery will stop after your move-out date. Your mail will not be forwarded unless you complete the online form.**

MOVE-OUT DEADLINE: 11:45pm on June 30th Lease Ends

To avoid a late check-out charge you must be in the Check-out line or have checked out by 11:45pm on date of end of lease. Check-out is defined as removing all belongings from your apartment, locking your door and returning your keys to the check-out station. Just turning in your keys does not constitute moving out. **After the 11:45pm deadline on the date your lease ends, residents will be charged a late move-out fee of \$25 per hour.** CV staff will check all apartments to make sure they are empty. Any items remaining in your apartment after 11:45pm on the date your lease ends, will be disposed of, and you will be charged for removal.

CHECK-OUT OPTIONS

EARLY CHECK OUT: You can check-out at the CV Housing Office between 8am-5pm. Between 5:00 pm and 11:45pm you may check-out in the Community Center. If the Community Center is closed, you can opt to use the Express Check-out. **The Express Check-Out box is located by the mailboxes and labeled. Simply place all your keys in the Express Check-out envelope and sign the envelope as indicated and place in bin.**

VACUUM CLEANERS

Vacuum cleaners may be checked out from your HA or when the Community Center is open.

MOVE-OUT CARTS

Check-out carts will be available from the Community Center with a UCI student. Remember, the early bird gets the cart! Due to heavy demand, cart usage will be limited to 1 hour and 30 minutes. Deposits will be forfeited if not returned within the designated time.

PHONE SERVICE

If you have previously activated the phone lines in your apartment: Please remember to arrange for your phone service in your apartment to be turned off no later the date you are expected to move-out as new residents will be occupying Campus Village. The AT&T phone number to call to turn off your phone is (800) 310-2355.

**MOVE-OUT DEADLINE:
11:45pm on June 30th Lease Ends!**



NEWSPAPERS & OTHER SERVICES

Contact and discontinue all other rental services that you are currently using, including newspaper delivery, bottled water service, and telephone. Campus Village staff can not intervene in telephone, bottled water or newspaper delivery discrepancies between roommates.

CHARGES

Campus Village has worked extremely hard to provide a quality place to live at reasonable prices. Residents are expected to clean their apartment prior to move-out and will be charged for cleaning and damages beyond normal wear and tear. After move-out, every apartment will be inspected to identify cleaning and/or damage charges. **Please keep in mind that last year some charges for damage and/or cleaning were as high as \$450 per resident.** Each apartment is checked for damage against the Apartment Condition Form completed when you moved in, so residents are not charged for pre-existing damage.

Submit work orders now for all maintenance or repair items. This will help you to leave your apartment in the best possible condition upon moving out. If you would like an assessment of possible charges, come to the Campus Village Housing Office or call 824-7491. If you are to be charged, a letter will be sent to your **PERMANENT ADDRESS** advising you of the charges. If you choose to dispute any charges, **you will have 30 DAYS FROM THE DATE OF THE LETTER to respond.**

Damage Assessment Walk-Thru

Pre-inspection occurred during spring break. Use this inspection form as a reference for possible charges. Final inspections will be completed after check-out.

NOTE: Don't forget to get your apartmentmates' summer contact information in case of damage or billing disputes.

Work Orders:

Work orders for general repairs will only be accepted for your apartment until **one week prior to your move-out**. During the final week of your move-out, only work orders for emergencies (floods, electrical outages, appliance gas leaks, appliance malfunctions, etc.) will be accepted. **Submit those work orders now!**

WHAT COMMON CHARGES COST*

FURNITURE ARRANGEMENT

Loft beds	\$25/hour (1 hour minimum)
Arrange furniture	\$25/hour (1 hour minimum)

CLEANING

Clean appliances	\$25/hour (1 hour minimum)
Clean kitchen	\$25/hour (1 hour minimum)
Clean bathroom	\$25/hour (1 hour minimum)
Vacuum apartment	\$25/hour (1 hour minimum)
Clean trash from apartment	\$25/hour (1 hour minimum)
No attempt to clean apartment	\$250.00

RE-KEYING

Re-key apartment	\$42.00
Re-key mailbox	\$18.00

DAMAGES

Holes in wall	\$35.00 and up
Bedroom screen	\$25.00
Screen door	\$70.00
Bedroom door replacement	\$100.00 and up
Bedroom door knob/lock	\$45.00
Replace vertical blind	\$35.00
Replace ceiling light cover	\$20.00
Smoke and/or heat detectors	\$35.00 and up
Smoking Smell	\$150.00 and up
Damaged sofa, chair, or cushion	\$60.00 and up
Medicine cabinet	\$160.00
Vertical blinds	\$35.00
Towel bars	\$15.00 each
Damaged carpet	\$1250.00 entire apartment
Kitchen Floor Damage	\$1250.00

****Please also see the Cleaning & Damage Agreement Form***