

Move Out Guide Residence Halls

The Residence Halls CLOSE on Friday, June 15th at 12PM!

This calendar will help guide you in the proper way to move out of your space in order to avoid damage and cleaning charges. Individual checkout appointments begin

Saturday, June 9th – Wednesday, June 13th. You MUST make an appointment 24 hours in advance to check out with your RA.

Please see the calendar below and the to do list on the back for important events, reminders and tips on how to properly check out of your Room Assignment.

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Fri, May 25	Sat, May 26	Wed, June 6	Thurs, June 7	Fri, June 8	Sat, Jun 9	Sun, June 10
Begin taking belongings home during the Memorial Day Weekend	Submit "Spring Contract Extension Request" (if needed) by logging onto studenthousing.ucsc.edu				Move out appointments begin (Sign up 24 hours in advance)	
		Begin to sign up w/ your RA for move out appointment (Sign up 24 hours in advance)				
Mon, June 11	Tues, June 12	Wed, June 13	Thurs, June 14	Fri, June 15	Sat, June 16	Sun, June 17
Deadline to submit "Spring Contract Extension Request" by logging onto studenthousing.ucsc.edu			Checkout tables will be set up in the College Nine quad and the College Ten quad from 10AM to 8PM.	All Residence Halls Close at 12PM!	Commencement Weekend	
Move out appointments with RA continue (Sign up 24 hours in advance)				Checkout tables will be set up in the College Nine quad and the College Ten quad from 8am to 12pm.		
Mon, June 18	Tues, June 19	Donation Stations		LATE CHECKOUT		
Spring Contract Extension ends at 10AM.	Transitional Housing (for Summer Session residents only) begins at College Nine at 4PM	Located near ALL dumpster areas: <ul style="list-style-type: none">• Hope Services• Second Harvest Food Bank		If you are not checked out of your room by 12pm Noon on Friday, June 15th, and have not been approved for an extension, the following action will be taken: \$25/hr. or \$100/day, plus a possible \$50 failure to check out fee will be assessed to your account.		

If you have questions, please contact the Residential Life and Housing Office at 9housing10@ucsc.edu or (831) 459-3834 Monday – Friday from 8am -5pm.

Move Out To Do List

Complete all items on this list before you check out to avoid charges!

- ☐ Make an appointment with your RA **at least 24 hours in advance** of when you plan to move out (sign-up calendar found on RA's door).
- ☐ Talk with roommates about who will do which part (create a chore list for each member)
- ☐ Your room should be clean enough for someone else to move in immediately: vacuum, dust, wash and clean all surfaces (including window sills and inside drawers).
- ☐ Remove ALL belongings: donate unwanted items to Hope Services or Second Harvest Food Bank (Donation bins located by dumpsters).
- ☐ Check behind doors, tops of shelves, and wipe down any towel racks and/or mirrors.
- ☐ Check ALL desk and dresser drawers to make sure everything has been removed: wipe down desk & inside drawers.
- ☐ Check windows, walls and ceilings (for tape, hooks and command strips, etc.).
- ☐ Remove stickers, posters, and wall hangings from all surfaces, including furniture.
- ☐ Be sure beds are properly assembled (i.e., railings and ladders attached to bed, etc.).
- ☐ Be sure all furniture is present and in its original configuration.
- ☐ All furniture that is not University property must be removed.
- ☐ Make sure window shades are closed, and windows and doors are closed and locked.
- ☐ Remove all trash/recycling and put in designated dumpsters.
- ☐ Meet your RA during your appointment time to sign Room Condition Form and turn in brass key(s) to your RA.

Lost / Unreturned Keys:

Res Hall Room/Apt Entry key	\$100
Unreturned temporary key card	\$25

Other Charges:

Failure to check out	\$50
Late Move Out	\$25/hour or \$100/day

**** Please submit Fixit Ticket requests NOW to potentially avoid fees for repairs and damages****

<https://housing.ucsc.edu/damages/damages-2017-18.html>

**College Nine is the host of Summer Session.
Please leave your space ready for new residents!**

FINES & CHARGES

Substantial charges will be assessed for the following:

- Removal of all items left in room
- Cleaning charges for vacuuming, dirty furniture and dirty walls
- Damage or repair for furniture, carpet, walls, etc.

****Please remember that check out with staff is only an initial review. Our maintenance staff will make a final assessment of the space and final damage and cleaning charges will be assessed accordingly.****

CONTRACT EXTENSION REQUEST

Extensions will be approved for the following reasons:

- Graduating or participating in a commencement ceremony on campus*
- Employed on campus and working over the weekend of 6/15-6/18*
- International student needing an extension based on travel times
- Living in College Nine Transitional Summer Housing*

Spring Contract Extension Request is available at studenthousing.ucsc.edu and **must be submitted** by Monday, June 11th

We will be verifying your involvement with the appropriate area supervisor.

For more information, please visit our websites at collegenine.ucsc.edu or collegeten.ucsc.edu