

# Move Out Guide Residence Halls

**The Residence Halls CLOSE on Friday, June 14<sup>th</sup> 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. 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.

Fri, May 17	Fri, May 24	Mon, June 3	Thurs, June 6 - Saturday June 9		
Submit "Spring Contract Extension Request" (if needed) by logging onto <a href="http://studenthousing.ucsc.edu">studenthousing.ucsc.edu</a>	Begin taking belongings home during the Memorial Day Weekend	Deadline to submit "Spring Contract Extension Request" by logging onto <a href="http://studenthousing.ucsc.edu">studenthousing.ucsc.edu</a>	All check-outs done before Monday June 10th will be express only. Express check-out envelopes will be in your mailbox by May 31st.		
Mon, June 10 - Tues, June 11		Wed, June 12 - Thurs, June 13		Fri, June 14	Sat, June 15 - Sun, June 16
Where to turn in your Express check-out or do an in-person check-out:		Where to turn in your Express check-out or do an in-person check-out:		All Residence Halls Close at 12PM	Where to turn in your Express check-out or do an in-person check-out:
C9/C10 Res Life and Housing Office open from 8am to 5pm		C9/C10 Res Life and Housing Office open from 8am to 7pm		Commencement: College 9 at 1:30pm College 10 at 6:30pm	C9/C10 Office open 10am to 7pm
				Where to turn in your Express check-out or do an in-person check-out:	
All afterhours check-outs done with Express check-out envelopes		Checkout tables will be set up in the College Nine quad and the College Ten quad from 8AM to 7PM.		Checkout tables will be set up in the College Nine quad and the College Ten quad from 8am to 12pm. C9/10 Res Life and Housing Office open from 8am to 7pm	Commencement Weekend
Mon, June 17	Tues, June 18	Donation Stations		LATE CHECKOUT	
C9/C10 Res Life and Housing Office open from 8am to 10am.  <b>Spring Contract Extension ends at 10AM.</b>	Transitional Housing (for Summer Session residents only) begins	Located near ALL dumpster areas:  <ul style="list-style-type: none"> <li>● Goodwill</li> <li>● UCSC Food Pantry</li> </ul>		<p><b>If you are not checked out of your room by 12pm Noon on Friday, June 14<sup>th</sup>, and have not been approved for an extension, the following action will be taken:</b></p> <p>\$60/hr or \$100/day, plus a possible \$50 failure to check out fee will be assessed to your account.</p>	

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

# Res Hall Move Out To Do List

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

- Check your mailbox for your check-out packet
- 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 Goodwill or the UCSC Food Pantry (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.
- Turn in your check-out packet with brass keys Friday, June 14th by Noon or by approved extension time (see calendar for locations)

<p><b>Lost / Unreturned Keys:</b>          Res Hall Room/Apt Entry key      \$100          Unreturned temporary key card      \$25</p> <p><b>Other Charges:</b>          Failure to check out                      \$50          Late Move Out                      \$60/hour or \$100/day</p> <p>** Please submit Fixit Ticket requests NOW to potentially avoid fees for repairs and damages**</p> <p><a href="https://housing.ucsc.edu/damages/index.html">https://housing.ucsc.edu/damages/index.html</a></p>	<p style="text-align: center;"><b><u>FINES &amp; CHARGES</u></b></p> <p><b>Substantial charges will be assessed for the following:</b></p> <ul style="list-style-type: none"> <li>● Removal of all items left in room</li> <li>● Cleaning charges for vacuuming, dirty furniture and dirty walls</li> <li>● Damage or repair for furniture, carpet, walls, etc.</li> </ul> <p><b>**Please remember that check out with staff is only an <i>initial review</i>. Our maintenance staff will make a final assessment of the space and final damage and cleaning charges will be assessed accordingly.**</b></p>
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## 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 6/14-6/17\*
- International student needing an extension based on travel times
- Summer Housing Transition\*

**Spring Contract Extension Request** is available at [studenthousing.ucsc.edu](http://studenthousing.ucsc.edu) and **must be submitted** by Monday, June 3rd

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

*For more information, please visit our websites at [collegenine.ucsc.edu](http://collegenine.ucsc.edu) or [collegeten.ucsc.edu](http://collegeten.ucsc.edu)*