Move Out Guide Residence Halls

The Residence Halls CLOSE on Friday, June 14th 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.

<table>
<thead>
<tr>
<th>Fri, May 17</th>
<th>Fri, May 24</th>
<th>Mon, June 3</th>
<th>Thurs, June 6 - Saturday June 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit “Spring Contract Extension Request” (if needed) by logging onto studenthousing.ucsc.edu</td>
<td>Begin taking belongings home during the Memorial Day Weekend</td>
<td>Deadline to submit “Spring Contract Extension Request” by logging onto studenthousing.ucsc.edu</td>
<td>All check-outs done before Monday June 10th will be express only. Express check-out envelopes will be in your mailbox by May 31st.</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Mon, June 10 - Tues, June 11</th>
<th>Wed, June 12 - Thurs, June 13</th>
<th>Fri, June 14</th>
<th>Sat, June 15 - Sun, June 16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Where to turn in your Express check-out or do an in-person check-out:</td>
<td>Where to turn in your Express check-out or do an in-person check-out:</td>
<td>All Residence Halls Close at 12PM</td>
<td>Where to turn in your Express check-out or do an in-person check-out:</td>
</tr>
<tr>
<td>C9/C10 Res Life and Housing Office open from 8am to 5pm</td>
<td>C9/C10 Res Life and Housing Office open from 8am to 7pm</td>
<td>Commencement: College 9 at 1:30pm College 10 at 6:30pm</td>
<td>C9/C10 Office open 10am to 7pm</td>
</tr>
<tr>
<td>All afterhours check-outs done with Express check-out envelopes</td>
<td>Checkout tables will be set up in the College Nine quad and the College Ten quad from 8AM to 7PM.</td>
<td>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</td>
<td>Commencement Weekend</td>
</tr>
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<table>
<thead>
<tr>
<th>Mon, June 17</th>
<th>Tues, June 18</th>
<th>Donation Stations</th>
<th>LATE CHECKOUT</th>
</tr>
</thead>
</table>
| C9/C10 Res Life and Housing Office open from 8am to 10am. Spring Contract Extension ends at 10AM. | Transitional Housing (for Summer Session residents only) begins | Located near ALL dumpster areas:  
  ● Goodwill  
  ● UCSC Food Pantry | If you are not checked out of your room by 12pm Noon on Friday, June 14th, and have not been approved for an extension, the following action will be taken:  
  $60/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.
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)

### 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.**

<table>
<thead>
<tr>
<th>Lost / Unreturned Keys:</th>
<th>FINES &amp; CHARGES</th>
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</thead>
<tbody>
<tr>
<td>Res Hall Room/Apt Entry key $100</td>
<td>Substantial charges will be assessed for the following:</td>
</tr>
<tr>
<td>Unreturned temporary key card $25</td>
<td>- Removal of all items left in room</td>
</tr>
</tbody>
</table>

**Other Charges:**
- Failure to check out $50
- Late Move Out $60/hour or $100/day

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

https://housing.ucsc.edu/damages/index.html

### 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 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 or collegeten.ucsc.edu