

## INSTRUCTIONS FOR CHECKING OUT OF YOUR SPACE IN UNIVERSITY APARTMENTS

### **Before you check out, you must make sure that:**

1. Your bed is complete including bed frame, mattress, and mattress pad (**if you have a university bed**).
2. Your closet doors are in place and footlockers are inside the closets.
3. You have removed all wall and window decorations, vacuumed the floors and removed all garbage, recycling and other debris. You may dispose of all materials in the trash room on the first floor of your building. See your AA if you need a vacuum.
4. You arrange the furniture as it was upon your arrival. You are responsible for the return of any furniture you have removed.
5. You have removed your personal belongings from the room. Your room will be checked for damages after you move out. **A moving and storage fee of \$100.00 per day will be assessed if your room is not completely vacated prior to the arrival of the next resident.**
6. Remove all of your items in the refrigerator/freezer/cabinets and make sure it is clean.
7. If you live in a double, make sure your half of the room is clean and empty.

### **In order to successfully check out and avoid charges, you must follow the steps below:**

1. Return your key(s) and sign your room keycard at your Unit Office between 8a-5p M-F;  
\*\*If you must return your key after hours, put your key into a Checkout Envelope or personal envelope, clearly marked with name and room number, and drop it into the designated drop box in your Unit.\*\*
  - **Ida Louise Jackson Graduate House** Key Drop Box is to the right on the lower portion of the main wall in the 1<sup>st</sup> floor main lounge.
  - **Manville Apartment** Key Drop Box is the long aluminum box labeled "key drop", located to the left of the main entry door of the Unit 3 Main Office (lower level).
2. Inform the Unit Office of your forwarding mail address, using a Checkout Envelope AND submit a Mail Forwarding address via US Postal Service [www.usps.gov](http://www.usps.gov) and your Cal Central portal. If you fail to do so, the unit's mail room will be unable to forward your mail. (Note: mail forwarding takes approximately two weeks to re-route, and applies to first class mail only.)
3. Your security deposit will take 3 weeks to process from the time you move out.

**NOTE: Checking out of your room does not constitute cancellation of your lease agreement; you will be held financially responsible for all payments through the end of your lease term.**