

Resident Checkout Information



YOUR SCHEDULED MOVE-OUT PERIOD:

Wednesday, August 2nd; 1:00 pm – Saturday, August 12th; 1:00 pm

Please allow 10-15 minutes for the check-out process.

Location: You will check out at the Security desk on the first floor. When you check out, you must be completely packed and out of your assigned space. *(Please note that you cannot be signed in as a guest for 15 days after the end of your contract date.)*

Access Items: Turn in your key, access fob, and ID card when you check out. If you do not turn in all items, you will be charged an **improper check-out fee of \$100**, plus the cost to replace the lost items. You may replace lost items at the Residence Life Office (4th floor) before your move-out period begins.

Early Check-Out: If you need to check out **before** your scheduled Move-Out Period, please email residentalservices@ucdc.edu to make arrangements for your move-out at least 24 hours before you plan to leave the building. Please also check in with your on-site Program Assistant to make sure it's okay for you to leave early.

Late Departures: If your travel arrangements aren't until later in the day you may leave your luggage in the lobby until you depart. **You must still check out before the end of your move-out period, and you will not be permitted to move past the first floor of the building.** UCDC will not take responsibility for your items, but Security will allow you into the lobby to access your luggage if you exit the building. You may not go to any of the upper floors of the building (2-11) once you check out.



RESIDENT SURVEY

Let us know about your experience, what we should maintain, and what we can do better for future residents. surveymonkey.com/r/UCDCresSU17.



CLEAN THE APARTMENT & BEDROOMS

Discuss cleaning responsibilities with your apartment mates. The apartment must be clean when you leave:

- Clean kitchen counters, sink, stove, oven and refrigerator
- Wash dishes and place in cabinets
- Vacuum the entire apartment
- Return all furniture to its original location
- Take out all trash, recycling, and excess food items



Cleaning Fees: A full cleaning checklist is/will be provided to you in your apartment mailbox on the 4th floor. If you do not clean all areas on the list, you will be charged an additional cleaning fee.

Damage Fines: If there is damage to the apartment, you will be held responsible and charged accordingly.

Missing Items: You will be held financially responsible for any items missing from your apartment.



DONATE ITEMS

Donation bins are at the end of each hallway near the trash chute. You may leave:

- Unopened nonperishable goods
- Clothes & Shoes
- Bedding (sheets, blankets, etc.)
- Other unused and gently used items in good condition

These items are donated to a local homeless shelter.



UPDATE YOUR ADDRESS & SHIP ITEMS HOME

The Washington Center is a commercial building so the US Postal Service will not accept mail forwarding requests from the Center. Our office will not forward mail, so plan accordingly. Cancel/forward subscriptions and update your address for any online retailers you use.

Arrange to ship your packages home. You may borrow a flatbed cart from Security (with your UCDC ID) to transport your box(es) to your selected mailing center. Packages **cannot** be sent from the Washington Center.

Closest mailing centers: UPS Store (1030 15th St. NW); US Post Office (1800 M St. NW)



FINES

The following fines may be imposed during the check-out process:

- Late check-out: \$25 for every 15 minutes after the end of your check-out period
- Improper check-out: Starts at \$100
- Not turning in access items (keys, fob, ID card): \$100 + cost to replace the item
- Damages, cleaning, missing items: Varies

Thanks for being a part of UCDC! We hope you've had a great experience!