

# Moving Out of Your Apartment

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All residents moving from UCLA University Apartments are responsible for understanding and completing the move-out procedures detailed below.

If you have additional questions, please call (310) 983-1300 or stop by the Rental Office prior to moving out. It is our goal to maximize the return of your security deposit. Therefore, we want to help you understand your responsibilities before you leave!

## **Thirty-Day Notice is Required, In Writing**

A thirty-day Notice of Intent to Vacate (NITV) is required in advance of your move out regardless of your length of stay with University Apartments. This notice can be filed online at [www.housing.ucla.edu/myhousing](http://www.housing.ucla.edu/myhousing) via the Notice of Intent to Vacate link or filled out in person at the Rental Office. The thirty-day notice is effective from the time of electronic submission or the day the Rental Office receives your written notification.

- Once submitted, the Notice of Intent to Vacate may not be cancelled or revised.
- Your account must be current when you move out. Your security deposit is not considered to be your last month's rent. The Housing Accounts Receivable Office is located at 360 De Neve Drive in Sprout Hall. For updated office hours, visit <http://ask.housing.ucla.edu>.
- For residents moving out of Park Wilshire and Village Terrace condominiums, please remember to contact the appropriate person to schedule an appointment for reserving the elevator to move out.

## **Return All Keys**

All keys and key cards (building, apartment, mailbox) and your parking hangtag(s), gate access key, and garage openers (when applicable) are to be returned to the local Rental Office on your move-out date. It is the responsibility of the resident leaving on a weekend to make arrangement with the Rental Office before 3:30 p.m. Friday prior to your move-out date for the return of the keys.

In the event you should choose to drop your keys in the night drop slot, please advise the Faculty Resident Services Coordinator so that he/she may be able to retrieve your keys the next business day. The night drop slot is located in the right side of the glass doors at 945 Weyburn

Terrace, #116. To ensure that your keys are properly identified by the Resident Services Coordinator, please be sure to place all keys, garage opener, parking permit, etc. with your forwarding address in a sealed envelope. Then just lift the flap and drop the sealed envelope with your keys into the slot. It will drop directly into the Rental Office.

If your keys are not returned, you will be assessed \$75-\$120 for an apartment lock change, \$25 for each building key not returned, \$35 for each key card not returned, and \$45 for a mailbox lock change. The door and mailbox will be re-keyed if any keys are missing on move-out date. You will also be assessed \$50 for any parking hangtag not returned, and \$75 for each garage door opener or gate access card not returned.

## **Pre-Inspection**

UA Facilities Management will conduct a mandatory preliminary inspection of your apartment at least two weeks prior to your scheduled move-out date. During the preliminary inspection, Facilities will discuss with you any deficiencies that may need repair or cleaning and possible mitigation measures. The purpose of this inspection is to allow you to make these changes to your unit to avoid deductions from your security deposit. Please call UA North Facilities Management to arrange this inspection as soon as possible after submitting your Notice of Intent to Vacate.

## **Move-Out Date - Return Keys to Avoid Penalties**

Keys are to be returned according to the move-out date you indicated on your Notice of Intent to Vacate. The Notice of Intent to Vacate is a legally binding document. Your move-out date is used to determine the move in date for the next resident. Therefore, it is imperative that you return your keys on this date.

If we do not receive your keys within two business days following your move-out date, the apartment entry door locks will be changed. Charges will be assessed for the lock change, prorated rent, holdover rent, and any additional cost that University Apartments incurs to have the apartment ready for the next resident to move in on their contract date. If there are any items remaining in the apartment after your move-out date, they will be removed and stored at your expense according to University policy.

## **Return the Cable TV Equipment**

You are responsible for returning the cable TV equipment. Time Warner will bill you for any equipment not returned. If you have questions, call them at (866) 886-7282. There is a University Apartments administrative charge of \$50 for any cable equipment left in the apartment after you vacate. Although UAN may collect routers left behind, UAN is not responsible for the safekeeping of the router or the resident's Time Warner account.

## **Apartment Cleaning Required**

Vacating tenants are required to return the apartment to its original condition, reasonable wear and use excepted. Please note that damages and cleaning charges will be assessed based on failure to do the following:

- Remove all trash from the apartment, garage/carport, patio, balcony, and storage cabinets. Charges will be assessed if not completed by tenant.
- Remove all personal belongings. Charges will be assessed for disposal and/or storage of any item.
- Clean floors, cupboards, counter tops and walls. Grease and dirt must be removed from all surfaces. Charges will be assessed for the extra cleaning if you neglect to do so.
- Clean your stove, refrigerator, and microwaves. Remember to clean underneath and behind the stove and refrigerator. There will be a \$25 charge assessed for each appliance that requires additional cleaning.
- Remove all contact paper from drawers, cabinets and walls. Charges will be assessed if tenant neglects to do so.
- Remove all wallpaper, paneling, mirror tiles, murals, decals, stick hangers, etc. Charges will be assessed for removal by staff.
- Fill all nail holes in the walls with "spackle." Charges will be assessed if filled by staff.
- Clean bathroom floor, bathtub/shower, basins, toilets, mirrors and medicine cabinets. Charges will be assessed for extra cleaning.
- Replace all draperies, light fixtures, etc., removed by tenant when moving in. Charges will be assessed for any missing items and also if the items are not re-hung.
- Vacuum and shampoo carpet. Tenant will be charged for any soil or spots that remain and result in the need for commercial treatment or carpet replacement. If the unit is occupied less than one year, the tenant will be charged for a carpet steam clean.
- Return the beds to a bunked position. If you do not replace the bed, you may be subject to charges,

## **Notify Utility Companies**

You are responsible for your cable TV and Internet equipment when you vacate. If you are a month-to-month resident and do not return your modem cable to Time Warner, Time Warner will charge you \$500. If you are a resident with a contract and your cable modem is missing from your apartment, all tenants of record will be charged \$500 equitably. If you have any questions, call your utility company for clarification.

Call the following one week prior to your move-out to terminate or transfer your services:

- Department of Water and Power (DWP) (800) 342-5397
- Southern California Gas Company (800) 427-2200
- AT&T (Telephone Service for Clarington) (800) 310-2355
- Verizon (Telephone) (800) 483-4000
- Time Warner Cable (866) 886-7282
- UCLA CTS (Faculty Levering Telephone) (310) 206-5000
- UCLA STC (Faculty Levering Cable TV & Internet) (310) 825-3400

## **File Change of Address**

Notify the U.S. Postal Service two weeks prior to moving out by filing a change of address form. The Rental Office will not be able to hold mail for you. Also, it is not possible for us to allow you to have any further access to the mailbox once you are no longer a tenant at that address. Therefore, please be sure to file a change of address notice well in advance of your move-out. When you file a change of address with the U.S. Postal Service, it is effective for a six-month period.

## **Assessment Charges**

### **Painting**

When an apartment is fully painted, the life of the paint should last three years. Therefore, in the event you reside in the apartment for less than three years; you will be assessed charges less depreciation for the repainting of the apartment. For example, if it costs \$720 to paint a two-bedroom apartment and you resided in the apartment for two years, the painting calculations would be as follows:

1. Cost of Painting = \$720
2. Life of the Paint = 3 years or  $\$720/36$  months = \$20 per month
3. Depreciation = Tenants Residency or 24 months x \$20 = \$480
4. Balance or line 1 minus line 3 = Amount owed by Tenant = \$240

**Note:** A coat of primer is considered an additional full coat of paint with no depreciation.

In the event you reside in the apartment for three years or more, you will not be assessed any painting charges unless there are exceptional marks on the walls such as marker type drawing on the walls which requires special primer to cover these marks. Exceptional marks on the walls will incur additional costs for repainting. You will be charged to prime and repaint if your apartment is a different color than when you moved in.

### **Carpeting**

When an apartment has its carpet replaced, the life of the replaced carpet should last seven years. Therefore, in the event you reside in the apartment for less than seven years you will be assessed charges less depreciation for the replacement of the carpet. For example, if it costs \$1,800 to replace carpet in a two-bedroom apartment and you resided in the apartment for four years, the replacement calculations would be as follows:

1. Cost of Replacement = \$1800
2. Life of the Carpet = 7 years or  $\$1800/84$  months = \$21.4285 per month
3. Depreciation = Tenants Residency or 48 months x \$21.4285 = \$1028.57
4. Balance or line 1 minus line 3 = Amount owed by Tenant = \$771.43

In the event you reside in the apartment for one year or more, you will not be assessed any shampooing charges unless there are exceptional marks or spots on the carpet such as bleach stains, oil stains, or burn marks which require special dye to cover these marks or even carpet replacement. Exceptional marks or spots on the carpet will incur additional costs for dying or carpet replacement.

Other charges may be incurred such as removal of excess trash, lost parking permit/opener, lost keys, etc. See Damage and Miscellaneous Charges section.

# Damages and Miscellaneous Charges

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UA Facilities Management determines the extent of damages and whether the damages are a result of tenant negligence. All charges to renovate the apartment once the tenant(s) move out are indicated on the damage and cleaning form.

Many damage charges are based on vendor costs. The amount of the charge is based on material and labor costs (see the following list of charges). If you have occupied your apartment for more than one year, you will not be charged for normal carpet cleaning. Any excessive damage may result in additional cleaning charges or carpet replacement charges.

If you have occupied your apartment for three or more years, you may not be charged for painting that does not include any excessive damage, (e.g., crayon marks, large holes, etc.) Any occupancy less than three years or any excessive marks or damage on the walls will result in charges for apartment painting. The tenant will be responsible and charged accordingly for excessive marks on walls resulting in multiple coats of paint.

Carpet should last seven years. If the carpet needs to be replaced prior to seven years, the tenant will be prorated its replacement costs accordingly (see example similar to painting charges). Residents are responsible for any damages that are not recorded on the Apartment Inventory Form at time of Move-In. (See the following list of damage and other related charges.)

## UA Faculty - Damage and Other Related Charges

Bed Frame Replacement	\$110
Bicycle Improperly Stored	\$20
Blind, Damages	Vendor Cost
Building, Damage to	Vendor Cost
Cabinets; Strip and Re-paint	\$20 per hour + material
Cable Equipment Return	\$50
Cable Modem	\$500
Carpet Cleaning	
Studio	\$45
One-Bedroom	\$55
Two-Bedroom	\$75
Three-Bedroom	\$100
Carpet Damage/Replacement	(avg. \$14/sq. yard)
Studio	\$950
Studio & Loft	\$1200
One-Bedroom	\$1200
Two-Bedroom	\$1800
Three-Bedroom	\$2200
Cleaning of Apartment	
Studio	\$69
One-Bedroom/One-Bath	\$69
Two-Bedroom/One-Bath	\$89
Two-Bedroom/Two-Bath	\$99
Three-Bedroom/Two-Bath	\$119
Furnished Units	\$10 additional
Cleaning Appliances	\$25 per appliance
Cleaning Toilet, Tub, Bathroom Sink, or Kitchen Sink Due to Excessive Dirt	\$25 per item
Clogged Drain	\$20 per hour or vendor cost
Converter Box	\$100
Damage to Loaned Equipment	Cost of Replacement
Door Replacement	\$150 (material and labor)
Door Repair	\$20 per hour
Drapery, Damage or Replacement	Vendor Cost
Equipment, Damaged to Borrowed	Replacement Cost
Failure to Remove Personal Property	\$30 or \$15/hour
Furniture/Appliance Removal	\$25 per item
Garage Door Opener (lost or damaged)	\$75 each
Gate Access Card	\$75 each
Hallways, Damage to	Vendor Cost
Hardwood Flooring	Vendor Cost
Holes, Patching 1/4"	\$52 per hour + material
Illegal Possession of Public Area Furnishings	\$30

More...

## Damage and Other Related Charges, continued

Illegal Use or Storage of UA-Provided Furniture (e.g., used on balcony, etc.)	\$30
Keys and Locks	
Key/Lock Change, Door	\$45-120
Key/Lock Change, Mailbox	\$45
Perimeter Key	\$25 each
Keycard Replacement/Damage Due to Tenant Negligence	\$35 each
Keycard Replacement/Lock Reprogramming	\$35
Light Globe Replacement	\$15 each
Mattress Cover, Single	\$19
Mattress Cover, Full	\$18
Mattress Cover, Queen	\$21
Mattress Cover Installation	\$30
Mattress Replacement	\$75
Painting	
Studio	\$475
One-Bedroom	\$550
Two-Bedroom	\$720
Three-Bedroom	\$1,050
Additional Coats of Paint	\$52/hour + material
Paneling Removal	\$20 per hour
Parking Hangtag	\$50 each
Removal of Personal Property	\$15 per hour
Screen, Repair or Replacement	\$15 - \$45 per screen - reinstall
Shuttle Boarding Pass (unexpired)	\$100
Tampering with Fire Safety Equipment (misdemeanor subject to legal action)	Vendor Cost
Television Replacement	\$400
Tile Flooring	Vendor Cost
Trash Removal	\$15 per hour or vendor cost
Unauthorized Room Change	\$20
Vinyl Floors, Refinish Kitchen Floor Tile	\$40
Vinyl Floors, Repair or Replacement	(approx. \$14/sq. feet)
Kitchen	\$420
Kitchen/Dining	\$620
Bath	\$250
Wall Paper/Contact Paper Removal	\$15 per hour
Windows, Broken	Vendor Cost

NOTE: Any repair work not specified above is charged at \$52/hour