
THIRTY DAY NOTICE OF INTENT TO VACATE

UC SAN DIEGO, ASSOCIATED RESIDENTIAL COMMUNITY HOUSING SINGLE GRADUATE APARTMENTS

I (name of resident vacating the apartment): _____, will vacate my apartment at (address): _____ on (date): _____. I understand that I am responsible for the rent for thirty (30) days from the date this form is received in the office, regardless of whether I have a month-to-month or a fixed term rental agreement. In the event that I am vacating in less than 30 days from the date this form is received in the office, the office will contact me to notify me of the date that I will be released from rent responsibilities once the apartment has been re-rented. I understand that if the apartment is not re-rented based on my vacate date, I am permitted to continue residing in the apartment until 30 days from the date this form is received in the office. By signing below, I certify that all applicable rental costs will be paid.

VACATING resident: _____ (Print) _____ (Signature) PID#: _____

Forwarding Address/Phone Number: _____

You may request a preliminary and final move out inspection of the premises and you have a right to be present during the inspection(s). You must request the inspection at least 2 weeks prior to your move out date.

CHECKOUT PROCEDURES:

- Review the Summary of Charges included on the reverse side of this notice.
- **PRIOR TO MOVING OUT:**
 - **Rent:** Your last month's rent is due and payable by the first of the month. You may pay the prorated amount if you are moving before the end of the month. The prorated amount is equal to the daily rental rate multiplied by the number of days you are responsible for paying the rent. If you do not pay the rent by the 5th of the month you will be charged a \$20 liquidated damage charge. Your account will be charged the full amount of the rent until you move out and return your keys. Within 3 weeks, your account will be adjusted to show the prorated amount of the rent that is owed by you and you will receive a refund of your deposit or an itemized statement of the damage charges that were deducted from your deposit.
 - **Utilities:** Contact your telephone service provider to disconnect your telephone service.
 - **Mail:** File a change of address form with the US Postal Service.
 - **Clean your apartment thoroughly.** The apartment must be returned in the same condition that you received it in. The carpet should be vacuumed. Shampooing is not necessary. Remove shelf paper, drawer liners, hooks, nails, etc. See Single Graduate Apartments Handbook for details.
 - **Donations:** Contact local charitable organizations and/or your neighbors to donate unwanted household items or furniture.
- **MOVE OUT DAY:** Remove all personal items from your bedroom, the living room, kitchen, bathroom, and patio/balcony and clean thoroughly. **Return your apartment and bedroom keys to the Single Graduate Apartments Office before 4 p.m. on your move-out day.** If the office is closed, please contact a community assistant to return your keys on your move-out day. You will be charged \$100 for a lock change if your apartment key is not returned and \$6 to replace a bedroom key not returned on your scheduled move-out day. Once you move out of your apartment, we will process paperwork to stop charging you rent and to refund any deposit due to you.
- **MOVE OUT INSPECTION:** On the first business day after you vacate the apartment, a Single Graduate Apartments representative will inspect the apartment. Resident(s) will be liable for any repairs including, but not limited to, additional cleaning necessary to restore the apartment to its original condition. Refer to the Summary of Charges attached to the 30 Day Notice of Intent to Vacate. Charges for damages and cleaning of the common areas of the apartment will be divided equally between all residents.
- **DEPOSIT REFUND:** Within 21 days you will receive a refund of your deposit or an itemized statement of the damage charges at the forwarding address that you have provided. If you have any questions about these guidelines or if you disagree with any charges, please call the Single Graduate Apartments Office at (858) 534-4723.

FOR OFFICE USE ONLY: DATE RECEIVED: _____ RECEIVED BY: _____

DATE RESP. FOR RENT THRU: _____

SUMMARY OF CHARGES

UC SAN DIEGO ASSOCIATED RESIDENTIAL COMMUNITY HOUSING

The following list provides an estimation of costs to repair, replace, and/or clean items not left in the same condition at move-out as when received. Provided Resident occupies the apartment for at least twenty-four (24) months, the University shall assess no charges against the security deposit for painting and carpet cleaning except beyond normal wear and tear. Should Resident occupy the apartment for less than twenty-four (24) months; a pro-rated charge will be assessed. Nothing herein shall be construed as a limitation upon UC San Diego's rights to pursue cause of damages not specifically listed hereon. Summary of charges subject to change without notice.

DAMAGES	CHARGES	DAMAGES	CHARGES
1. ANIMAL DAMAGE		6. DOORS	
Damage	\$33.17/Hour and Materials	Keys (replace only)	\$6
Removal of stains	\$45.00 and up	Lock change	\$100 apartment/\$30 mailbox
Spraying for fleas/vermin	\$45.26/Hour	Patio-glass	\$25.57/Hour and Materials
		Re-hang	\$25.57/Hour and Materials
2. APPLIANCE (repair/replace)		Removal of items	\$33.17/Hour and Materials
Range Hood	\$25.57/Hour and Materials	Repaint	\$33.17/Hour and Materials
Range/Oven	\$25.57/Hour and Materials	Replacement	\$33.17/Hour and Materials
Refrigerator	\$25.57/Hour and Materials	Screen door-repair/replace	\$25.57/Hour and Materials
		Structural damage	\$33.17/Hour and Materials
3. BATHROOM (repair/replace)			
Sink	\$25.57/Hour and Materials	7. FIRE SAFETY EQUIPMENT	
Toilet	\$25.57/Hour and Materials	Smoke alarm	\$25.57/Hour and Materials
Toilet seat	\$25.57/Hour and Materials		
Towel rack	\$25.57/Hour and Materials	8. FLOORING	
Tub	\$50 to \$1500	Carpet	
		Burns/tears	\$70 and up
4. BLINDS		Molding/base – repair/replace	\$33.17/Hour and Materials
Rehang/Repair/Replace	\$22.41/Hour and Materials	Spot removal	\$10 and up
		Shampooing	\$30 and up
5. CLEANING		Replacement	\$271 - \$1510
Bathroom cabinet	\$6.75	Vinyl	\$490 - \$833
Bathroom countertops	\$5		
Bathroom floor	\$10	9. FURNISHINGS	
Bathroom mirror	\$5	Repair/replace	\$25.57/Hour and Materials
Bathroom sink	\$5		
Bathroom toilet	\$10	10. KITCHEN	
Bathroom tub	\$20	Cabinet-repair/replace	\$33.17/Hour and Materials
Blinds – horizontal	\$10	Counter top-repair/replace	\$50 and up
Blinds - vertical	\$10	Drain-unclog	\$25.57/Hour and Materials
Entrance	\$5	Garbage disposal-repair/replace	\$25.57/Hour and Materials
Kitchen cabinets	\$20	Recycling bin	\$10
Kitchen countertop	\$6.75		
Kitchen floor	\$10	11. MISCELLANEOUS	
Kitchen range	\$10	Furniture and/or trash removal	\$20.21/Hour
Kitchen range hood	\$10	Mailbox lock change	\$30
Kitchen refrigerator	\$20	Parking permit	\$50
Kitchen oven	\$10	Rods/Shelves – repair/replace	\$33.17/Hour and Materials
Light fixture	\$5	Thermostat	\$25 to \$200
Patio	\$5		
Vacuum and clean base per room	\$6.75	12. WALLS	
Window – bedroom/dining	\$5	Clean	\$20.21/Hour and Materials
Window – patio	\$10	Removal of items	\$33.17/Hour and Materials
		Repair holes	\$33.17/Hour and Materials
Full Apartment Clean	\$120-245	Repaint	\$33.17/Hour and Materials
		13. WINDOWS (repair/replace)	
		Frame/glass/screen	\$25.57/Hour and Materials

