THIRTY DAY NOTICE OF INTENT TO VACATE UC SAN DIEGO, ASSOCIATED RESIDENTIAL COMMUNITY HOUSING

ALL RESIDENTS' SIGNATURES ARE REQUIRED

on (date):
te this form is received in the office,
nt. In the event that I am vacating in less
tact me to notify me of the date that I will
I understand that if the apartment is not apartment until 30 days from the date this
al costs will be paid.
PID#:

VACATING ICSIGCIC.			IID#
	(Print)	(Signature)	
Forwarding Address/Pl	none Number:		
VACATING resident:			PID:
	(Print)	(Signature)	
Forwarding Address/Pl	none Number:		

NON-VACATING Resident: I (name of non-vacating resident of the apartment):_

will remain in the apartment. I understand and agree that if I signed my rental agreement prior to 10/1/08, then I will assume responsibility for the <u>total monthly rent</u> for the entire apartment on the day after my roommate vacates. I agree to select another eligible roommate within 30 days of my roommate's vacate date, during which time I am responsible for the total monthly rent; or sign an addendum to request the office assign a roommate in which case I will be released from one half of the total monthly rent responsibility 30 days from the date the addendum is received in the office. If I signed my rental agreement on or after 10/1/08, or the vacating roommate was assigned by the office, then I understand that the office will automatically assign a new roommate and I am only required to pay half of the total monthly rent for the entire apartment. By signing below, I certify that all applicable rental costs will be paid.

NON-VACATING resident:			PID:
	(Print)	(Signature)	

NOTICE OF ENTRY

An office representative will enter and inspect the apartment on the 2nd business day after you have submitted this 30 Day Notice of Intent to Vacate. This allows scheduling of necessary cleaning, repairs and renovation to occur after the resident moves out. If only one resident is vacating, and this resident was originally assigned to the apartment by the office, then a representative will be inspecting and cleaning the vacated room one business day after the move out date of the vacating resident in order to prepare the room for a new resident. If only one resident is vacating the apartment, and the non-vacating resident has retained the right to locate his/her own roommate, then the office will not enter to inspect and clean after the resident moves out unless requested by the non-vacating resident.

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:**

CHECKOUT PROCEDURES:

- Review the Summary of Charges included on the reverse side of this notice.
- Clean apartment thoroughly. See handbook for details.
- **Return ALL keys and parking permits to the office** (in an envelope with your name, building & apartment) during regular office hours or after hours by dropping in the mail slot at the office on the move-out date. Please do not give your keys to the new resident. This will delay the refund of your deposit. If the keys are not returned by midnight on the last day you are responsible for rent, you will be charged for a lock change.
- If applicable, arrange to have your telephone, electricity, cable TV and any additional services disconnected before you move out. Leave your forwarding address with the office and submit a change of address to the United States Postal Service to ensure your mail is forwarded.
- Any deposit refund due will be sent to your forwarding address within three (3) weeks of the date you are released from rent responsibilities, along with a copy of your move-out inspection.

FOR OFFICE USE ONLY: DATE RECEIVED:	RECEIVED	BY:
PRELIM SCHEDULED FOR:	DATE VR RESP. FOR RENT THRU:	CIRCLE: FULL / 1/2 RATE FOR NVR

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(s) 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(s) 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	\$20.21/Hour	Replacement	\$271 - \$1510
Bathroom cabinet	\$6.75	Vinyl	\$490 - \$833
Bathroom countertops	\$5	Viiiyi	\$150 \$055
Bathroom floor	\$10	9. KITCHEN	
Bathroom mirror	\$5	Cabinet-repair/replace	\$33.17/Hour and Materials
Bathroom sink	\$5	Counter top-repair/replace	\$50 and up
Bathroom toilet	\$10	Drain-unclog	\$25.57/Hour and Materials
Bathroom tub	\$20	Garbage disposal-repair/replace	\$25.57/Hour and Materials
Blinds – horizontal	\$10	Recycling bin	\$10
Blinds - vertical	\$10		\$10
Entrance	\$5	10. MISCELLANEOUS	
Kitchen cabinets	\$20	Furniture and/or trash removal	\$20.21/Hour
Kitchen countertop	\$6.75	Mailbox lock change	\$30
Kitchen floor	\$10	Parking permit	\$50
Kitchen range	\$10	Rods/Shelves – repair/replace	\$33.17/Hour and Materials
Kitchen range hood	\$10	Thermostat	\$25 to \$200
Kitchen refrigerator	\$20	Thermostat	\$25 10 \$200
Kitchen oven	\$10	11. WALLS	
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Light fixture Patio	\$5 \$5	Removal of items	\$20.21/Hour and Materials \$33.17/Hour and Materials
Vacuum and clean base per room	\$6.75	Repair holes	\$33.17/Hour and Materials
			\$33.17/Hour and Materials
Window – bedroom/dining	\$5 \$10	Repaint	จวว.17/ทบนา anu Maleriais
Window – patio	\$10		
Full Aportmont Class	¢120.24E	12. WINDOWS (repair/replace)	top F7/Hour and Matarials
Full Apartment Clean	\$120-245	Frame/glass/screen	\$25.57/Hour and Materials