

---

**THIRTY DAY NOTICE OF INTENT TO VACATE  
UC SAN DIEGO, ASSOCIATED RESIDENTIAL COMMUNITY HOUSING  
LA JOLLA DEL SOL 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 a minimum of thirty (30) days from the date this form is received in the office if I have a month-to-month rental agreement. If I have a fixed term rental agreement, I understand that I am responsible for the rent until the end of the term or until the apartment is re-rented and occupied, whichever comes first. In the event that I am vacating in less than 30 days from the date this form is received in the office or prior to my rental agreement end date, 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 the last day I am responsible for paying rent. By signing below, I certify that all applicable rental costs will be paid.

VACATING resident: \_\_\_\_\_ (Print) \_\_\_\_\_ (Signature) PID#: \_\_\_\_\_

Forwarding Address/Phone Number: \_\_\_\_\_

**NOTICE OF ENTRY**

**By signing above, I understand that a Housing representative will enter my apartment to conduct a preliminary inspection between the hours of 10 am and 12 noon on the 2<sup>nd</sup> business day after I submit this Thirty Day Notice of Intent to Vacate to the office.** This allows preliminary assessment of the condition of the apartment to schedule cleaning and repairs.

**I understand that I may request an initial move out inspection of the premises and I have a right to be present during the inspection. Please request the inspection from the housing office at least 2 weeks prior to the vacate date.**

**CHECKOUT PROCEDURES:**

- Clean apartment thoroughly. See handbook for details. Review the Summary of Charges included on the reverse side of this notice.
- **Return ALL keys, parking permits, and gate transmitters 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. 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.

**PRIMARY RESIDENT TO COMPLETE WHEN ONLY THE ADDITIONAL RESIDENT(S) IS VACATING THE APARTMENT**

The additional resident(s),(name(s) of additional resident(s)): \_\_\_\_\_

will be vacating my apartment at (address): \_\_\_\_\_ on (date): \_\_\_\_\_.

Primary Resident: \_\_\_\_\_ (Print) \_\_\_\_\_ (Signature) PID#: \_\_\_\_\_

---

FOR OFFICE USE ONLY: DATE RECEIVED: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_

PRELIM SCHEDULED FOR: \_\_\_\_\_ DATE RESP. FOR RENT THRU: \_\_\_\_\_

# SUMMARY OF CHARGES

## UC SAN DIEGO ASSOCIATED RESIDENTIAL COMMUNITY HOUSING LA JOLLA DEL SOL APARTMENTS

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 here on. Summary of Charges subject to change without notice.

DAMAGES	CHARGES	DAMAGES	CHARGES
<b>1. ANIMAL DAMAGE</b>		<b>5. DOORS</b>	
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
<b>2. APPLIANCE (repair/replace)</b>		Removal of items	\$33.17/Hour and Materials
Dishwasher	\$25.57/Hour and Materials	Repaint	\$33.17/Hour and Materials
Dryer	\$25.57/Hour and Materials	Replacement	\$33.17/Hour and Materials
Range Hood	\$25.57/Hour and Materials	Screen door-repair/replace	\$25.57/Hour and Materials
Range/Oven	\$25.57/Hour and Materials	Structural damage	\$33.17/Hour and Materials
Refrigerator	\$25.57/Hour and Materials		
Washer	\$25.57/Hour and Materials	<b>6. FIREPLACE</b>	
		Cleaning	\$105
<b>3. BATHROOM (repair/replace)</b>		Door – repair/replace	\$25.57/Hour and Materials
Sink	\$25.57/Hour and Materials	Grate	Materials
Toilet	\$25.57/Hour and Materials	Mantel – refinish/repaint	\$33.17/Hour and Materials
Toilet seat	\$25.57/Hour and Materials		
Towel rack	\$25.57/Hour and Materials	<b>7. FLOORING</b>	
Tub	\$50 to \$1500	Carpet	
		Burns/tears	\$70 and up
<b>4. CLEANING</b>	\$20.21/Hour	Molding/base – repair/replace	\$33.17/Hour and Materials
Bathroom cabinet	\$6.75	Spot removal	\$45 and up
Bathroom countertops	\$5	Shampooing	\$45 and up
Bathroom floor	\$10	Replacement	\$271 - \$1510
Bathroom mirror	\$5	Tile – repair/replace	\$33.17/Hour and Materials
Bathroom sink	\$5	Vinyl	\$490 - \$833
Bathroom toilet	\$10		
Bathroom tub/shower	\$20	<b>8. KITCHEN</b>	
Blinds – horizontal	\$10	Cabinet-repair/replace	\$33.17/Hour and Materials
Blinds - vertical	\$10	Counter top-repair/replace	\$50 and up
Ceiling fan	\$10	Drain-unclog	\$25.57/Hour and Materials
Dishwasher	\$10	Garbage disposal-repair/replace	\$25.57/Hour and Materials
Dryer	\$10		
Entrance/Hallway	\$5	<b>9. MISCELLANEOUS</b>	
Kitchen cabinets	\$20	Furniture/Personal Items (removal)	\$20.21/Hour
Kitchen countertop	\$6.75	Gate transmitter	\$50
Kitchen floor	\$10	Mailbox lock change	\$30
Kitchen oven	\$10	Parking permit (not returned)	\$50
Kitchen range	\$10	Rods/Shelves – repair/replace	\$33.17/Hour and Materials
Kitchen range hood	\$10	Smoke alarm (repair/replace)	\$25.57/Hour and Materials
Kitchen refrigerator	\$20	Thermostat	\$25 to \$200
Kitchen sink	\$5		
Light fixture	\$5	<b>10. BLINDS/WALLS/WINDOWS</b>	
Patio	\$5	Blinds (Rehang/Repair/Replace)	\$22. 41/Hour and Materials
Patio door	\$10	Removal of items	\$33.17/Hour and Materials
Trash/recycling removal	\$20.21/Hour	Repair holes	\$33.17/Hour and Materials
Vacuum carpet/clean baseboard	\$6.75/Room	Repaint	\$33.17/Hour and Materials
Washer	\$10	Windows (Frame/glass/screen)	\$25.57/Hour and Materials
Windows	\$5/Window		
Walls	\$20.21/Hour		
Full Apartment Clean	\$128.37 to \$225.60		