

Thank You

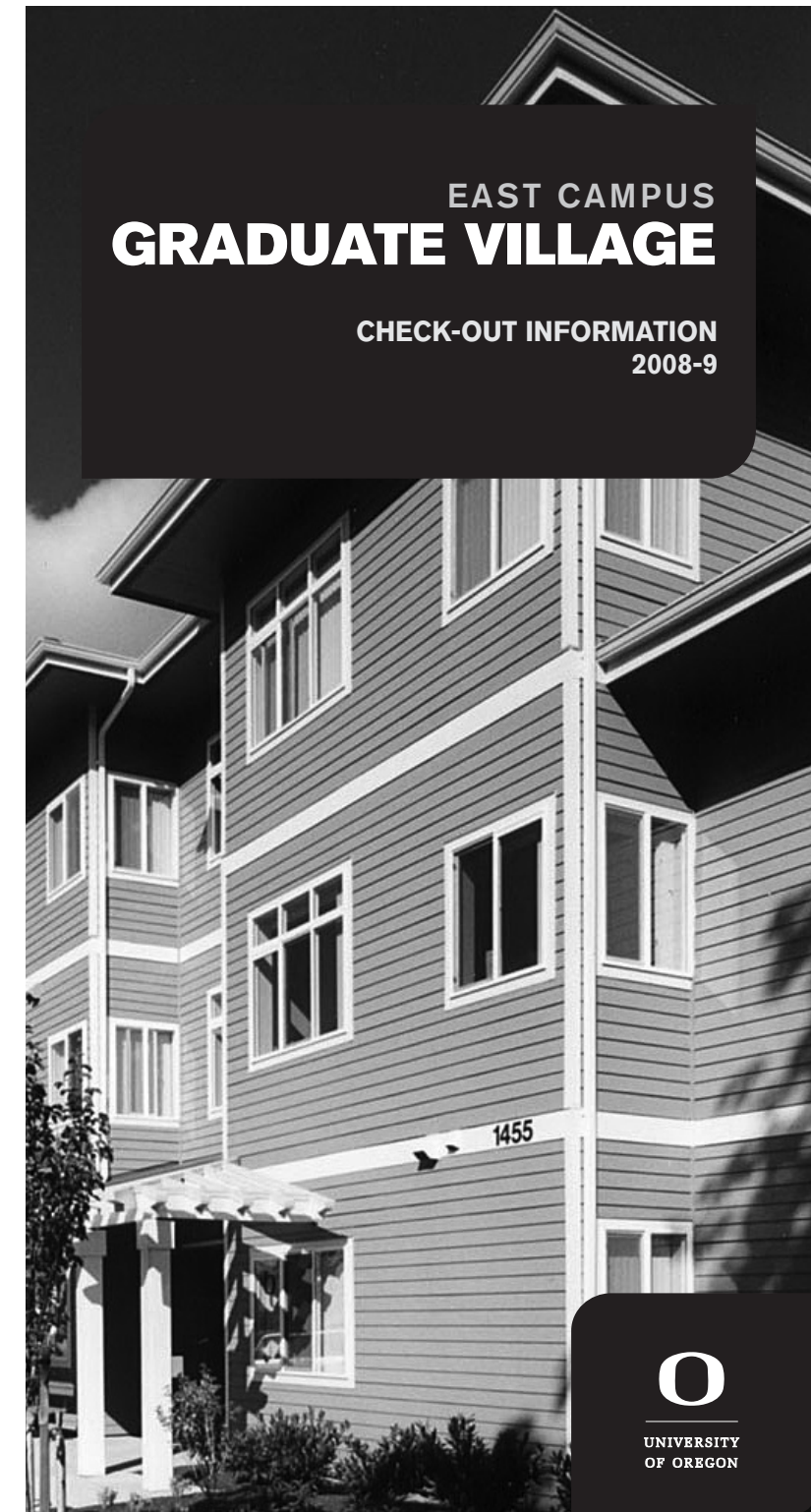
Thank you for choosing to live with us! We know that there are many options available to you, and we sincerely hope you have been satisfied with your University Housing experience. If there is anything you can share with us regarding your stay, either things we did well, or things you would like to see improved upon, please feel free to contact us and let us know.



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EAST CAMPUS **GRADUATE VILLAGE**

CHECK-OUT INFORMATION
2008-9



UNIVERSITY
OF OREGON

Check-Out Information

Vacating

- Please submit a written vacate form at least two weeks prior to vacating. Upon receipt of your vacate notice, you will be sent check-out instructions.
- The contract year is from July 1, 2008 through June 30, 2009 (or the remainder of the year through June 30, 2009 should check-in take place after July 1). Graduate Village residents agree to pay rent through June 30, 2009 when they sign the rental contract.
- Residents may only be released from the contract for one of the reasons listed in the contract. (See contract for specifics, available online at housing.uoregon.edu/apartments/gradvillage_contract.php). If your contract year was not fulfilled, you will be charged \$9 per day for the remainder of the contract year.

Check-out Appointment

- At least two days before vacating, you must contact the Custodial Coordinator at 346-4297 and schedule a check-out appointment. Checkouts are conducted Monday through Friday between the hours of 7:30 a.m. and 3:00 p.m.
- The Custodial Coordinator will meet you at your apartment. If you are unable to meet your scheduled appointment, please contact the Custodial Coordinator at least two hours in advance to reschedule another check-out appointment.

Charges

- You may be assessed charges for cleaning, damage, lost property, or any unauthorized alterations. This will be assessed to your university account.

Keys

- In addition to signing the "Unit Condition Form" when vacating, residents must return all building, apartment, and mailbox keys in their possession. If the keys for your residence are not returned at the time of the check out, a lock change fee of \$40 will be assessed to your student account. The mailbox lock change fee is \$25.

Disconnections

- Vacating residents are responsible for notifying Eugene Water and Electric Board (EWEB) at 484-6016 to disconnect service. You must contact Telecom at 346-1023 and Comcast cable company at (541) 221-8715 to disconnect telephone and cable television service as well.

Mail

- UO Housing does not forward mail. It is important that you file a "Change of Address Form" with the US Postal Service. These forms are available at your local Post Office or the main Housing Office located in the Walton Complex near the corner of 15th Avenue and Agate Street.

Repairs and Maintenance

- For **routine maintenance and repairs**, call 346-8584. You will need to provide the date, your complete address, the area where repair or service is needed, and a description of the problem.
- For **emergency repairs** (those involving the immediate danger to people or property) call 346-5263 on weekdays from 8 a.m. to 5 p.m. On evenings or weekends page 341-4211.

Cleaning

- Clean all troughs, woodwork, and windows, including your blinds.
- Wipe down walls, baseboards, doors, and frames (spills and all marks etc. should be removed).
- Sweep, vacuum, and/or mop all floors. Do not wax.
- Clean kitchen cupboards, counter tops, and sink.
- Wipe clean all university appliances.
- Clean all parts of the stove: oven, burners, drip pans, under drip pans, dials, under dials, racks, and drawer.
- Clean all parts of the refrigerator, including inner and outer surfaces, and rubber seals. Leave unit turned on and plugged in.
- Wipe down the walls behind appliances and the floor underneath the stove and refrigerator.
- Wash and clean all fan covers and light covers (where accessible).
- Bathroom: clean the shower and/or tub, toilet, sink, fixtures, medicine cabinet, and floor.
- Wipe down all closets and shelves.
- Remove trash and belongings.

Abandoned Property

- Personal property remaining in your apartment will be stored for fifteen days only. After the fifteen-day holding period, all personal property remaining will be recycled. Storage and handling charges will be assessed on claimed items.