

Last Day Checkout Information / UCSF Fresno

Check Out from Student Housing (Riverview Garden or Palazzo at Campus Pointe)

You must check out before **12:00 noon the day after your rotation ends**- unless the UME office has approved an extension. If you move out of the apartments later than noon, you will be charged a \$100 late fee.

Housing

While we do hire a janitorial service for heavy cleaning in each apartment at various intervals throughout the year, it is expected that each student leave the apartment free of dirty dishes and garbage at the end of her/his stay.

In addition, all personal items, including food, must be removed from the apartment prior to departure.

Note: If you have moved furniture in your apartment, please return it to the position in which it was found upon your arrival, or you will be charged a fee (minimum fee of \$50—could be higher depending on amount of moving involved)

Returning Checked-Out Items

Please report to the **UME Office** (UCSF Fresno Center, 2nd floor, suite 251) to check out before **3:30pm** the day your rotation ends. An “outgoing email” will be sent a week before the rotation ends with instructions for check out. All items must be returned at the end of the rotation or you may be charged a fee and/or your grade/evaluation could be held back. Please reference the “assigned item sheet” for replacement costs if items are not returned at the end of the rotation.

Please bring the following items with you to check out:

1. CRMC badge (photo ID)
2. Pager
3. CRMC parking permit
4. Housing Items

Riverview Garden Apartments: Apartment keys (2) and electronic gate opener- can either be returned to the UME office (at checkout) or left in the apartment management drop box (on Poplar Ave). Please leave apartment items in an envelope labeled with your first and last name. Please keep apartment keys on the assigned key ring.

Palazzo at Campus Pointe: Apartment keys (2) access card and parking sticker- can either be returned to the UME office (at checkout) or returned to the front desk of the leasing office at Palazzo. Please leave apartment items in an envelope labeled with your first and last name. **Please lock your bedroom door upon departure.**

5. Complete online surveys before checkout (sent via email)

WE HOPE YOUR STAY IN FRESNO HAS BEEN GREAT!

HAVE A SAFE TRIP HOME!