

# Move Out Guide

Make UTRGV  
*Home*



# GETTING READY TO MOVE OUT

Please review the following information carefully as you make your plans for moving out of your residence hall.

## Update Your Information at MyUTRGV

Update your mailing address, phone, and e-mail address at [MyUTRGV](#). To update your personal information, log onto your [MyUTRGV](#) account, click ASSIST, click personal information, update your mailing address, phone, and email address, be sure to click submit.

Failure to update your information may result in refunds being misdirected to an incorrect address.

## Sign Up for Direct Deposit

If you are graduating resident or do not plan to return to campus housing for a future academic year, you may receive a refund of your housing deposit. The quickest safest, and easiest way to get your refund is by direct deposit.

Direct deposit can be sent to any financial institution within the United States that participates in the Automated Clearing Housing (ACH). To update your direct deposit, log onto your [MyUTRGV](#), click on ASSIST, click on Student Services, click on Student Account, Sign Up for Direct Deposit.

All international students must sign up for direct deposit as the university does not mail checks internationally.

If an international student is staying in the United States they can provide a U.S address. International students must submit their request by **April 14**.

## Return of Deposit

A full refund of your deposit is granted unless there are damages to your room. Deadline to submit request for deposit return is 30 days after the last class day of the Spring Semester.

Go to our [Housing Deposit Refund](#) page found under resources tab at [utrgv.edu/housing](http://utrgv.edu/housing)

## Mail and Packages

All mail and packages need to be picked up prior to checking out. Anything that is delivered to our office will be returned to sender. Forward all mail to present address. You can change your address online. Usually, you will receive mail at your new address 7- 10 postal business dates after you request your Change of Address. We recommend filling out a Change of Address request 2 weeks to 3 months before you move. To request change of address visit <https://moversguide.usps.com>.



# GETTING READY TO MOVE OUT

## MAKE A PACKING LIST

- Empty the room of personal belongings.
- Do not forget your bicycle, it will be disposed if left behind.
- Empty and clean fridge
- Take out trash and unwanted items out of the room.
- Clean room and restroom, including toilet, shower, and kitchen.
- Sweep/vacuum and mop all floors.
- Place AC thermostat to 76 degrees (if applicable).
- Have room and mail key ready to turn in.
- Complete housing survey.

## ROOM INSPECTION

All rooms are inspected by a Housing and Residence Life staff members when a resident checks out. Sign up for a room inspection and checkout appointment by contacting your RA. If you do not make an inspection appointment by the deadline, you may incur an improper checkout charge of \$100.

If you are moving out at any time before the end of the agreement, you must sign up for an in-person checkout.

## STORAGE

There is no storage space in the residence halls. If you are vacating temporarily or permanently and need to store your items for a certain period of time, consider contacting a private storage company.

## GETTING READY

- Make an appointment with your RA to move out.
  - Your RA will have a sign-up sheet available on their bedroom door.
- We encourage you to check out the day of your last final.

## GRADUATING RESIDENTS

Graduating Residents can stay through commencement and checkout no later than May 14, 2023. If you are graduating, please fill out the designated form sent via email to request an extension.

## FALL LIVING ARRANGEMENTS

If you plan to return for the fall semester remember to fill out the online application by April 14, 2023, or you will not have a room assignment.

You will find our application at [my.utrgv.edu](https://my.utrgv.edu), and click the Housing Icon.



# CHECKING OUT /MOVE OUT

## CHECKING OUT

Residents vacating at the end of the semester must completely move out by 4:00 p.m. on the last day of finals as per the [UTRGV Academic Calendar](#).

Checkout should take about 10 minutes as long as:

- All personal belongings are out.
- You have completed the: "Before You Leave" checklist.
- There are no damages to the room.
- You have all keys issued to you when you moved in.

Checking Out means cleaning your room, completing an inspection and returning your keys.

## Check Out Extensions

If you are unable to Check Out by Thursday, May 11, 2023, at 4 p.m. you must submit a [Check Out Extension](#) form by May 1, 2023. The form can be found under our the Current Residents tab and then Move-Out on [utrgv.edu/housing](http://utrgv.edu/housing)

Check Out Extensions are a request and not guaranteed to all students, if you know you are in need of extra time, please submit the form by the deadline. The maximum extension you can receive is up until Thursday, May 18, 2022.

A daily rate will be applied according to your room assignment:

9 MONTH CONTRACT		
Residence Hall/Apartments	Room Type	Daily Rate
Heritage/Troxel Hall	Double	\$14.55
Heritage/Troxel Hall	Single	\$22.02
Unity Hall	Double	\$16.82
Unity Hall	Single	\$25.98
The Village	Single in Four-Bedroom	\$20.05
Casa Bella	Single in Four-Bedroom	\$19.25
Casa Bella	Double in Four-Bedroom	\$15.32
12 MONTH CONTRACT		
Residence Hall/Apartments	Room Type	Daily Rate
The Village	Single in Four-Bedroom	\$16.67
Casa Bella	Single in Four-Bedroom	\$16.67
The Village	1 bed/1 bath	\$28.67
The Village	2 bed/1 bath	\$32.33

## Before You Leave Checklist

- ☐ Remove all trash from room/restroom
- ☐ Remove all belongings from drawers, closets, etc.
- ☐ Move furniture back to original layout
- ☐ Remove items from walls: pictures, hooks/strips, tape, etc.
- ☐ Clean/disinfect floors and surfaces
- ☐ Report any maintenance concerns
- ☐ Lock doors and shut off all lights
- ☐ Meet your RA for Check Out Appointment

## Check-Out Procedures

- Sign up for an appointment time with your RA. (You must sign up at least 24- hours in advance prior to check out)  
Your RA will have a sign up sheet available at their door.
- Move all of your belonging out of your room/apartment/building.
- Complete the "Before We Leave" checklist
- Clean your room/side of the room thoroughly. For shared spaces, it is everyone's responsibility to clean. If area is not cleaned, the last person checking out is responsible to clean.
- Meet your RA at the designated time for your checkout appointment.
- Turn in your room and mail keys to the RA.





# CHARGES

Room damages and cleaning fees are not all encompassing and vary by the degree of damages assessed by our staff. The Damage Charges List is a guide on typical cost associated with the topic indicated. Room charges may be assessed to all suit-mates. All charges not covered by the security deposit will be posted to your Student Assist Account.

## Cleaning

- Improper check out.....\$100
- Bedroom, restroom.....\$26/hour
- Living room, kitchen.....\$26/hour

## Fixtures

### Replace

- Front door.....\$570
- Bedroom or bathroom door.....\$150 each
- Closet doors.....\$100
- Door numbers.....\$15 set
- Window.....\$100
- Window screen.....\$50
- Mini-blinds bedroom.....\$40
- Mini-blinds living room.....\$60 each
- Mini-blinds kitchen.....\$20
- Commode.....\$150
- Commode lid.....\$40
- Sink.....\$50
- Bathroom shelf.....\$50
- Bathroom mirror.....\$100
- Medicine cabinet.....\$50
- Towel racks.....\$15 each
- Tissue holder.....\$20
- Door stopper.....\$10

### Flooring Walls

- Removal of adhesives.....\$10
- Shampoo BV bedroom carpet.....\$30
- Shampoo common area carpet.....\$50
- Carpet tear.....Consult director
- Vinyl floor scuff marks.....\$3 each
- Pin holes, tape.....\$2 per square inch
- Holes in walls.....\$5 per hole, minimum

## Furnishings

### Repair and/or Clean

- Sofa/chair arm.....\$50 minimum

### Replace

- Sofa.....\$400
- Coffee table and side tables.....\$300 set
- Chair.....\$250
- Multi-use cube.....\$200
- Two-drawer chest.....\$250
- Three-drawer chest.....\$300
- Desk.....\$315
- Steel chair.....\$75
- Damage to built-in furniture.....Consult Director
- Cuts/burns in desk or woodwork.....\$10 minimum
- Rebuild or replace drawer.....\$40

## Appliances

### Replace

- Microwave.....\$325
- Glass plate.....\$30
- Refrigerator.....\$550
- Ice holder.....\$15
- Crisper drawer.....\$25
- Plastic shelf.....\$25
- Butter door.....\$10
- Condenser tray.....\$25
- Handle.....\$25
- Oven/stove.....\$425
- Burner drip pans.....\$10 set
- Knobs.....\$7 each
- Burner eye.....\$30
- Broiler pan.....\$20
- Dishwasher.....\$350
- Garbage disposal.....\$150
- Washer.....\$300
- Dryer.....\$300

## Beds

- Mattress.....\$150
- Spring or frame.....\$100
- Headboard/foot board.....\$60 each

## Electrical

### Replace

- Thermostat cover.....\$15
- Thermostat.....\$50
- Light switch cover.....\$5
- Socket plate .....\$5
- Ceiling fan light cover.....\$20
- Kitchen light cover.....\$35
- Bedroom light cover.....\$15
- Ceiling fan.....\$100

### Paint Cost

- Room.....\$150
- Ceiling of one room.....\$50
- Bathroom.....\$50
- Living room.....\$150
- Hallway.....\$50

### Keys and Locks

- Lost key.....\$50 per key
- Lock change.....\$75 per lock
- Key cylinder.....\$50 per cylinder

## Account Credit

Any housing charges on your student account must be paid before you vacate. If you are returning to campus for a future semester, the housing deposit will remain on your account. The quickest safest, and easiest way to get your refund is by direct deposit. Direct deposit can be sent to any financial institution within the United States that participates in the Automated Clearing Housing (ACH).

To update your direct deposit, log onto your MyUTRGV, click on ASSIST, click on Student Services, click on Student Account, Sign Up for Direct Deposit.

## Dining Information

Dining account funds are non-refundable and non-transferable. Any dining funds remaining on your account after May 11 will be forfeited. Please check your balance via the GET app available on iOS and Android.

If you have any questions regarding dining options and services on campus, please contact Sodexo at 956-665-3862 or gilbert.garza@sodexo.com.



# Make UTRGV *Home*



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## Contact *us*

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