

## PRE MOVE-IN Checklist

- Make sure that your rental agreement is completed, signed and returned to the Cal Housing Office, and the payment of first month's rent and \$250 deposit was paid. A confirmation email is sent out from Cal Housing after completion.
- On your move-in date**, bring a valid identification to the University Village Office at 1125 Jackson St., Albany to obtain your keys and complete the move-in process. If you cannot pick up your keys during office hours, please call the Village Office at least 48 hours in advance to make a special arrangement. You will be given one key, and will be required to come into the Office during normal business hours to go through the move-in process.
- After move-in, you must complete the *move-in Apartment Condition form* and return the signed form to the Village Office within 5 days. For maintenance requests, see page 22 of the *Guide to Living in Family Student Housing* found at [http://housing2.berkeley.edu/sites/default/files/Family\\_Housing\\_guide.pdf](http://housing2.berkeley.edu/sites/default/files/Family_Housing_guide.pdf).
- You or your authorized family need to be present at move-in. A representative may check out a key on or after your move-in date, but need to return the key within 24 hours.
- For reasons beyond our control, we cannot always guarantee your exact move-in date. We will make every effort to inform you in advance if there is a scheduling change.
- Students requiring alternative move-in accommodations due to a religious holiday conflict can contact the Cal Housing Office prior to a signed contract at (510) 642-4109 or [apts@berkeley.edu](mailto:apts@berkeley.edu).
- University Village Office Contact Information** including **after-hours lockouts** and **emergency maintenance** is found at [http://universityvillage.berkeley.edu/uv\\_office.htm](http://universityvillage.berkeley.edu/uv_office.htm).
- Rent Payment Information** are in the *Guide to Living in Family Student Housing* on Page 13 at [http://housing2.berkeley.edu/sites/default/files/Family\\_Housing\\_guide.pdf](http://housing2.berkeley.edu/sites/default/files/Family_Housing_guide.pdf).
- Internet Connection Information** is in the Residential Computing packet provided by the Village Office upon move-in and at <http://www.rescomp.berkeley.edu/getconnected/uva-ckc/>. Wireless internet connection is available at the Academic Center and Study Centers. (Bldg. 123 Apt 456 & Bldg. 160 Apt 105)
- If you forwarded mail prior to your move-in and cannot find your mails, contact the local Post Office as referenced on page 10 of the *Guide to Living in Family Student Housing*. Village Office does not receive mails for tenants.
- Your parking space assignment** will be provided at the time of move-in. Each apartment is assigned to one reserved parking space.
- All vehicles used for moving must be parked and loaded on the street during move-in. Please **do not drive cars, trucks, or trailers on the lawn or sidewalks**. Underground water lines could be broken and you will be charged for any damages.
- PROHIBITED in Village Apartments:** major appliances, pets, and smoking.
- Map of the Village** is provided on page 47 of the *Guide to Living in Family Student Housing*.
- Health Information about **mold** is provided by University Health Services at: <http://www.uhs.berkeley.edu/home/healthtopics/PDF%20Handouts/Facts%20About%20Mold.pdf>
- File an **Intent to Vacate** at the Village Office or through Cal Housing at least **30 days** before you vacate. Check-out procedures are found on page 38 of the *Guide to Living in Family Student Housing*.