

PRE MOVE-IN Checklist

- ❑ Make sure to read information about [Moving In](#) found on the Village website. You will find information about ***moving containers/trucks***, internet connection, cable TVs, assigned parking and more.
- ❑ ON YOUR MOVE IN DAY, bring a valid photo identification to the [University Village Office](#) to obtain your keys and go through the check-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 for after-hour move in.
- ❑ As the Primary Lessee, you or another individual who is also officially listed on the lease, need to be present at check-in. You may authorize a representative (who is not on the lease), to check out a key on or after your move-in date, but the key must be returned 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.
- ❑ [AFTER HOURS LOCKOUTS and EMERGENCY MAINTENANCE](#) – Refer to Village website.
- ❑ The Village Office does not receive mail for tenants. If you forwarded mail prior to your move-in date and cannot find your mail, contact the local Post Office.
- ❑ YOUR PARKING ASSIGNMENT will be provided at the time of check-in. Each apartment is assigned to one reserved parking space. Please find the [map of the Village and parking information](#) on the Village website. All “Guest” spaces are paid parking from 6 am – 8pm.
- ❑ PROHIBITED in Village Apartments: major appliances (e.g., dishwashers, washer/dryers), pets, and smoking of any kind.
- ❑ [Health Information about mold](#) (PDF), is provided by University Health Services.
- ❑ You must file an “Intent to Vacate” form with the Village Office or through Cal Housing at least 30 days before you vacate. Please refer to the [check-out procedures](#) on the Village website.