UNIVERSITY OF KENTUCKY CHECKOUT PROCEDURES

1. COMPLETELY EMPTY THE SPACE
The first step is to completely empty your space. Once you officially check out and leave the residence hall, you should not need to return to your space for any reason. You could be charged a trash removal fee for any items left behind, so be sure to:
• Open all drawers
• Check behind any doors
• Look under the bed and desk
• Double-check that the space is completely empty

NOTE: There is a minimum $35 dollar charge for any trash or item removal. If any trash or items are left behind in the communal areas, all roommates could be charged.

2. RETURN ITEMS TO FRONT DESK
You must return your mail key and bedroom key (if applicable) to the front desk of your residence hall.
• Return mail key – $15 charge to replace if lost
• Return bedroom key – $35 charge to replace if lost

3. FINAL ROOM INSPECTION WITH RESIDENCE LIFE
Before leaving, a member of the Residence Life staff must accompany you on a final inspection. WildCard access to the building will be deactivated upon official checkout and you will be unable to return to retrieve items left behind.

4. CLEANING AND REPAIR CHARGES ASSESSED
If items are damaged or excessively dirty at move out, fees may be incurred. Examples of frequently charged items are included in this guide. Charges may vary on a case-by-case basis depending on the facility.

5. REPLACEMENT CHARGES ASSESSED
If any items are missing or damaged to the point that they must be replaced upon move out, you could be charged for the cost of the item. Examples of frequently charged items are included in this guide. Charges may vary on a case-by-case basis depending on the facility.
FREQUENTLY CHARGED ITEMS

NORMAL WEAR AND TEAR | CHARGEABLE

- Bathroom
- Bedroom
- Blinds
- Carpet
- Doors

NORMAL WEAR AND TEAR | CHARGEABLE

- Kitchenette Sink
- Mini-fridge/Freezer
- Vanity Sink
- Walls / Ceiling
- Walls / Ceiling
For any queries regarding the appeal process, please reach out to DamageAppeals@uky.edu with Damage Appeal - [Your UKID] as the subject line. We are committed to ensuring a fair process and are here to assist you with any concerns you may have.

*Charges on the website are estimates and may vary on a case-by-case basis depending on the facility.