

UNIVERSITY OF KENTUCKY  
**MOVE-OUT GUIDE**  
— 2023-2024 —  
FOR STUDENTS AND FAMILIES



KENTUCKY  
*Wildcat*  
— LIVING —

**UK** Campus  
Housing

**UK** Residence Life  
*Office for Student Success*







**REMINDER:**  
Students are expected to move out within 24 hours of final exams ending unless they are a graduating senior.

Dear Wildcat,

The University of Kentucky realizes you have many options when deciding where to live while pursuing your academic and career goals. We thank you for choosing to live on campus and hope you have enjoyed your stay in our residence halls.

In this helpful guide, you will find a handy checklist of the checkout process and what to expect when Residence Life conducts the final inspection of your space. We have also provided examples of some frequently charged items.

If you have any questions or concerns, please use the list of additional resources included in this guide to contact the appropriate department.

We hope your plans will include living on UK's campus again and if not, we wish you the best of luck wherever your journey takes you.

Go Cats!

Sincerely,  
UK Campus Housing and Residence Life

## 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

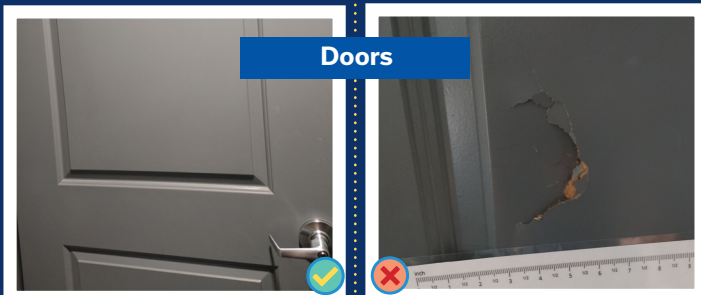
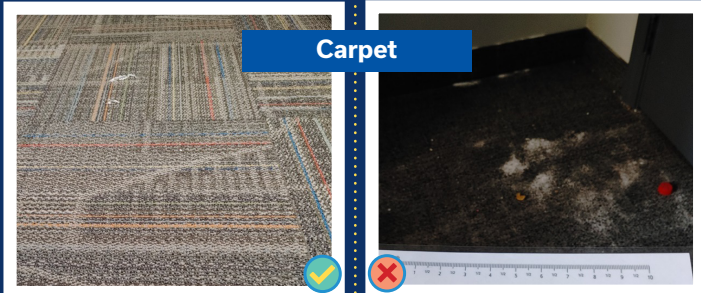
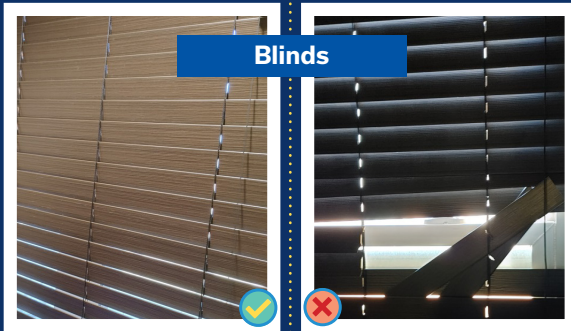
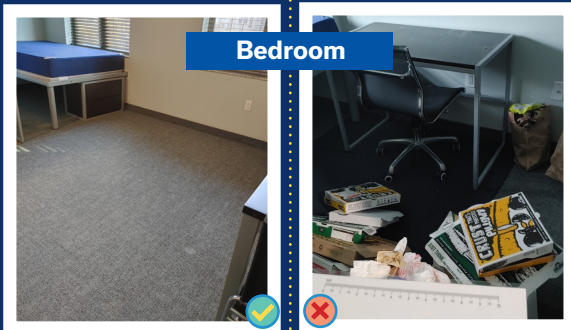
If items are damaged or excessively dirty at move out, fees may be incurred. Examples of frequently charged items are included in this guide. Charges may vary on a case-by-case basis depending on the facility.

### 5. REPLACEMENT CHARGES ASSESSED

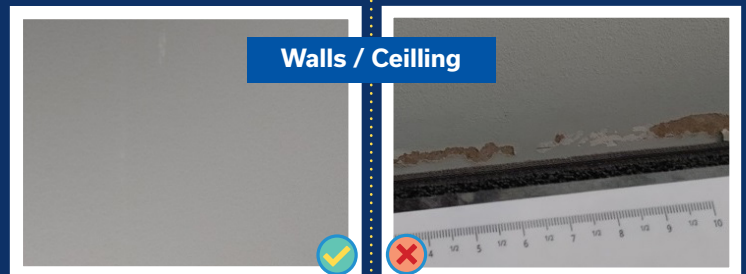
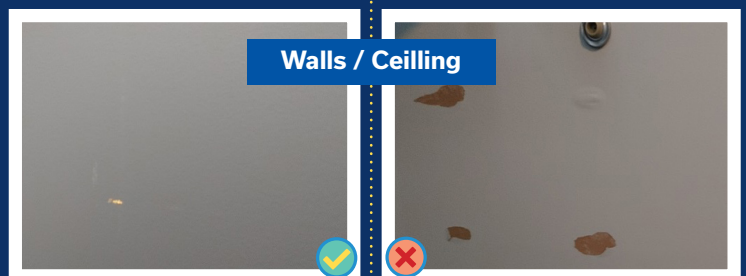
If any items are missing or damaged to the point that they must be replaced upon move out, you could be charged for the cost of the item. Examples of frequently charged items are included in this guide. Charges may vary on a case-by-case basis depending on the facility.

# FREQUENTLY CHARGED ITEMS

NORMAL WEAR AND TEAR    CHARGEABLE



NORMAL WEAR AND TEAR    CHARGEABLE







### UK CAMPUS HOUSING

160 Avenue of Champions, Ste. A382  
859-257-1866  
ukhousing@uky.edu  
WildcatLiving.uky.edu

### RESIDENCE LIFE

202 Frazee Hall  
859-257-4784  
ResLife@uky.edu  
go.uky.edu/ResLife

### ADDITIONAL RESOURCES

UK Dining

uky.campusdish.com

859-257-2220

FIXIT

uky.edu/auxserv/fixit

859-323-4948

UK Recycling

go.uky.edu/UKRecycling

859-257-6234



**SCAN HERE TO VIEW THE DAMAGE APPEALS PROCESS** and a complete list of potential charges.\* For any queries regarding the appeal process, please reach out to [DamageAppeals@uky.edu](mailto: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.*