

UNIVERSITY OF KENTUCKY  
**MOVE-OUT GUIDE**  
— 2025-2026 —  
FOR STUDENTS AND FAMILIES



 **Campus  
Housing**

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





**REMINDER:**  
Students are expected to move out 24 hours from the conclusion of their final exams (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. ROOM INSPECTION WITH RESIDENCE LIFE

Before leaving, a member of the Residence Life staff must accompany you on an 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.

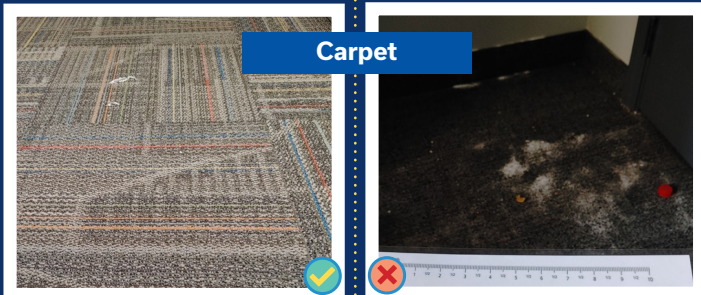
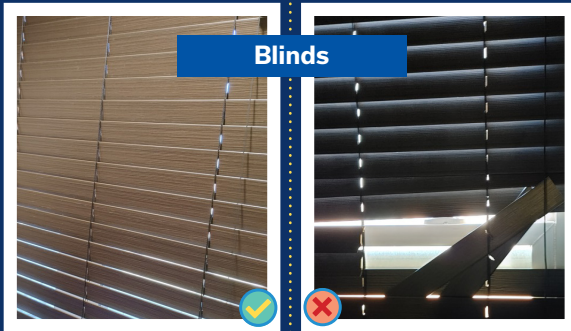
**NOTE:** Any paint touch-up or restoration of room damage by non-UK staff is subject to charges.

### 5. REPLACEMENT CHARGES ASSESSED

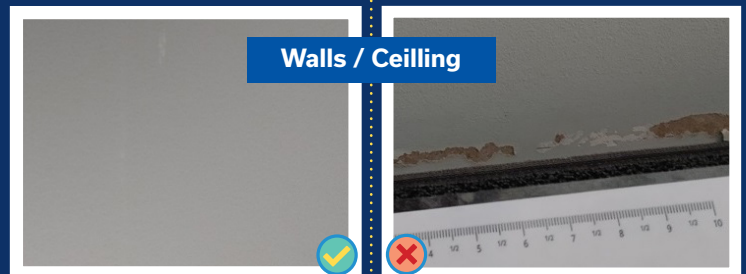
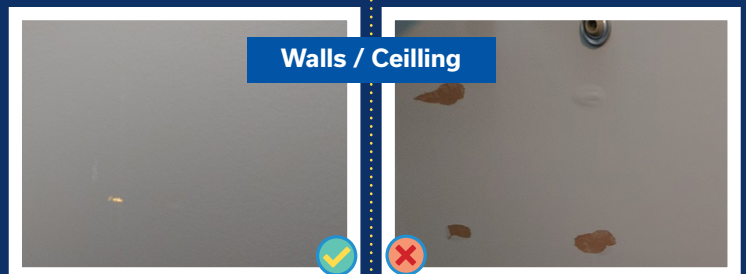
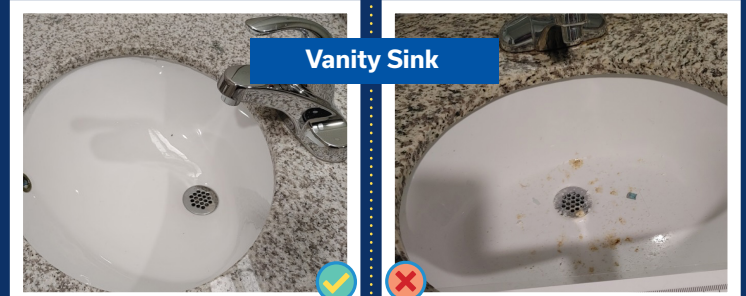
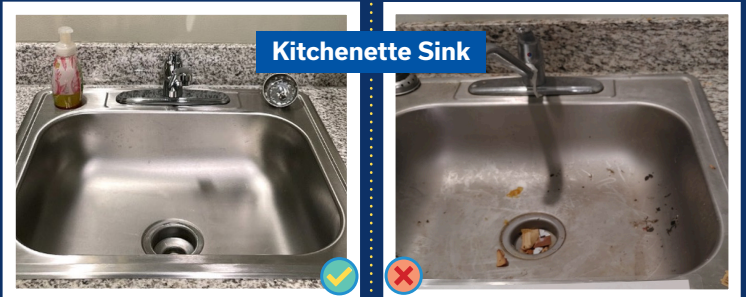
If any items are missing or damaged to the point that they must be replaced upon move out, you could be charged for the cost of the item. Examples of frequently charged items are included in this guide. Charges may vary on a case-by-case basis depending on the facility.

# FREQUENTLY CHARGED ITEMS

NORMAL WEAR AND TEAR    CHARGEABLE



NORMAL WEAR AND TEAR    CHARGEABLE



# DAMAGE APPEALS

We understand that receiving a damage charge can be concerning. To ensure a fair and transparent process, we have outlined the steps for filing an appeal below:

## NOTIFICATION OF CHARGES

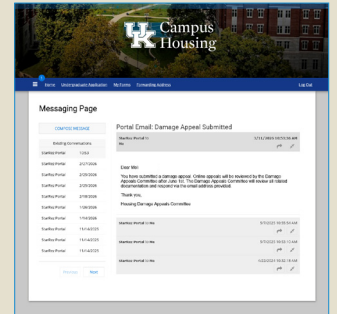
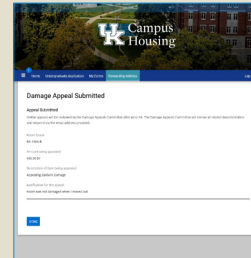
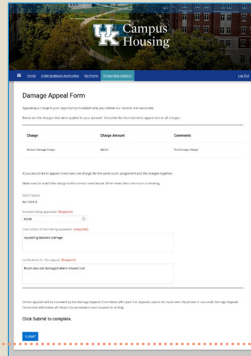
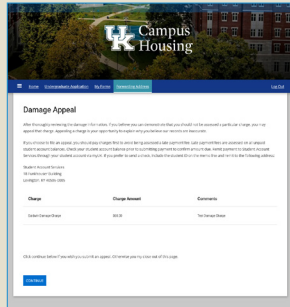
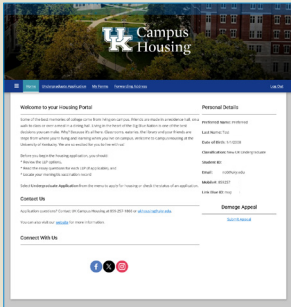
If you have incurred damage charges, you will receive a detailed notification via your UKY email address.

## APPEAL PERIOD

You have 30 days from receiving this email to file an appeal. It's important to act promptly within this timeframe.

## HOW TO FILE AN APPEAL

1. Go to **myUK.uky.edu**
2. Log in using your **linkblue username and password**
3. Select **Menu**, select **Housing**, then choose **Campus Housing** to be taken to the housing portal
4. Once in the housing portal, locate **'Damage Appeal'** section and click on **'Submit Appeal'**



## REVIEW PROCESS

The UK Housing Damage Appeals Committee will begin reviewing online appeals after July 1st. Please note, appeals cannot be made over the phone or via email.

## RESPONSE

The committee will thoroughly review all related documentation and respond to your appeal via the email address provided.

## QUESTIONS?

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.

**UK CAMPUS HOUSING**  
160 Avenue of Champions, Ste. A382  
859-257-1866  
[ukhousing@uky.edu](mailto:ukhousing@uky.edu)  
[WildcatLiving.uky.edu](http://WildcatLiving.uky.edu)

**RESIDENCE LIFE**  
202 Frazee Hall  
859-257-4784  
[ResLife@uky.edu](mailto:ResLife@uky.edu)  
[go.uky.edu/ResLife](http://go.uky.edu/ResLife)

## ADDITIONAL RESOURCES

UK Dining  
FIXIT  
UK Recycling

[uky.campusdish.com](http://uky.campusdish.com)  
[uky.edu/auxserv/fixit](http://uky.edu/auxserv/fixit)  
[go.uky.edu/UKRecycling](http://go.uky.edu/UKRecycling)

859-257-2220  
859-323-4948  
859-257-6234



### UK CAMPUS HOUSING

160 Avenue of Champions, Ste. A382  
859-257-1866  
[ukhousing@uky.edu](mailto:ukhousing@uky.edu)  
[wildcatliving.uky.edu](http://wildcatliving.uky.edu)

### RESIDENCE LIFE

202 Frazee Hall  
859-257-4784  
[reslife@uky.edu](mailto:reslife@uky.edu)  
[go.uky.edu/reslife](http://go.uky.edu/reslife)

### ADDITIONAL RESOURCES

UK Dining

[uky.mydininghub.com](http://uky.mydininghub.com)

859-257-2220

FIXIT

[uky.edu/auxserv/fixit](http://uky.edu/auxserv/fixit)

859-323-4948

UK Recycling

[go.uky.edu/UKRecycling](http://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.*