

# GETTING YOUR MONEY BACK

## THINGS TO KNOW WHEN MOVING OUT OF PARKWAY

**Last day of contract:**

**April 20, 2020 @ 12:00pm**

Using the envelope provided, please return your black key FOB and mailbox key to the **Housing Services Office (C420 – UHall) before 12:00 pm on April 20<sup>th</sup>**. If the office is closed, place the black FOB and mailbox key in the envelope provided and drop it in the mail slot located outside C420. You are responsible for returning your own FOB and mailbox key, not your RA or roommate.

**What needs cleaning:**

Please refer to the Housing website for further move out information

[www.uleth.ca/housing/moving-out](http://www.uleth.ca/housing/moving-out)

### Bedroom

- Remove all belongings
- Close & latch the window
- Wipe down surfaces
- Empty all drawers
- Take out the garbage
- Vacuum the floor

### Common Area

- You must make an attempt to clean all shared spaces (as per your roommate agreement)**
- Remove all your food from the fridge, freezer and cupboards
- Clean out kitchen cupboards where your food and dishes were stored.
- Remove all personal items from the kitchen and suite area
- Take out garbage

### Bathroom

- Remove personal belongings
- Take out garbage
- Clean the shower
- Clean the toilet
- Wipe down surfaces
- Clean the floor
- Clean Sinks

**If housekeeping needs to do additional cleaning:**

Cleaning fees will be assessed at **\$50.00 per hour**. Cleaning charges assessed for common areas, kitchens and bathrooms will be divided among roommates.

**As you are leaving:**

- Make sure to take all your belongings. Unclaimed items will be donated to a local charity after 30 days.
- Remember to close your window, turn off lights and lock your door**
- Place your FOB & keys in the envelope provided.**
- Attach your PARKING PASS to your key envelope. Any parking passes not returned by December 18<sup>th</sup> will be revoked & no refund issued. Refunds will be placed on your student account.**
- Return your FOB & keys to Housing **before 12:00pm on April 20, 2020**. (If closed, place envelope through mail slot outside C420 University Hall).

*You are responsible for returning your own keys-NOT your R.A, or roommates.*

**If key FOB/Mail keys are returned late or lost:**

**You will be charged \$100.00 for the first night and a daily room rate commencing the second night until your key FOB and mailbox key are returned to Housing. If you lose your key FOB key or mailbox key the charge will be: FOB: \$75.00, Mail Key 50.00. Late move-out charges will apply until you report your keys lost. If your keys are not returned to the Housing Office (C420) during business hours or in the Housing Office mail slot, charges will apply.**

**\* DO NOT LEAVE KEYS IN YOUR ROOM \***

**Mail Services & Security Deposit Refund:**

Housing Services is **unable** to redirect student mail. Be sure you **update your mailing address through "The Bridge" before you leave**. If you have security deposit credits in Housing, a refund cheque will be mailed to your mailing address if one is listed.

**International Students** please contact Housing Services (403) 329-2584 or [housing@uleth.ca](mailto:housing@uleth.ca)