

GETTING YOUR MONEY BACK

THINGS TO KNOW WHEN MOVING OUT OF TOWNHOMES

Last day of contract:



Friday, April 23, 2021 @ 4:00pm

If you move out on a weekend or after office hours, please:

- Leave your key in the return mailbox in the laundry room
- Send us an email notifying us that you have moved out

If you are moving out Monday – Friday between 8:30am – 4:00pm please:

- Drop off your key in the P100 Housing Office (Piikani House)

You may have 1 move-out helper. They are required to:

- Wear a mask
- Download the **uLethbridgeSafe** app
 - Complete the Daily Health Check in the *Staff/Faculty/Other* category
 - Add 2 zeros in the *Student Number* section
 - Add your name in the *Supervisor* section
 - Be prepared to show the completed QRL badge if asked

What needs cleaning:

Please refer to the Housing website for further move out information (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

- 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:

As you are leaving:

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

- 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**
- Email Housing Services (housing@uleth.ca) to notify you have vacated the unit.**

If key FOB is returned late or lost:

You will be charged \$100.00 for the first night and a daily room rate commencing the second night until you notify Housing Services you have vacated the unit. If you lose your key FOB charge will be: FOB: \$75.00 Late move-out charges will apply until you report your key lost

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 credit in Housing, a refund cheque will be mailed to your mailing address if one is listed. **International Students** please contact Housing Services (housing@uleth.ca) with your Bank Wire information.