

GETTING YOUR MONEY BACK

THINGS TO KNOW WHEN MOVING OUT OF MOUNT BLAKISTON

Last day of contract:

April 21, 2022 @ 12:00pm



**AFTER HOURS KEY RETURN
OUTSIDE HOUSING OFFICE**

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

- Leave your key in the return mailbox in the hallway
- send us an email notifying us that you have moved out

If you are moving out Monday – Friday between 9:00am – 4:00pm please:

- drop off your key in C420 Housing Office

You and your move out helper are required to:

- Wear a mask
- Valid QR Vaccine QR Badge
 - Be prepared to show the completed QR 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:

If key FOB is returned late or lost:

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.**

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.

SECURITY DEPOSIT REFUND (DIRECT DEPOSIT REFUND)

Security Deposit credits are on your student account, viewable on the Bridge. Security deposit refunds will be processed in **June** for eligible students.

For a refund please choose 1 option and forward the necessary information to cash.office@uleth.ca:

1.) Direct Deposit refund - please go onto your Bridge account under Student – Student Account – Direct Deposit and set up your “Accounts Payable” banking information for refund. Once this is complete, please email the Cash Office with your ID#, last 3 digits of your bank account number and a class taken last semester.

2.) Cheque refund - If you would prefer a cheque sent out, please email the Cash Office and provide your ID# and current address; ensure this address is current on your Bridge account under “Personal Information”.

3.) Transfer to student account - Deposits paid for housing can also be transferred to tuition or other fees owing upon request. Please email the Cash Office with your ID# and request.

If you do not set up the banking information before the beginning of **June**, a REFUND CHEQUE will be mailed out to your address set up on the BRIDGE.

International Students please contact Housing Services (housing@uleth.ca) with your Bank Wire information.