

# **GETTING YOUR MONEY BACK**

## **THINGS TO KNOW WHEN MOVING OUT OF TOWNHOMES**

### **Last day of contract:**



### **AFTER HOURS KEY RETURN OUTSIDE HOUSING OFFICE**

### **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))

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

### **As you are leaving:**

### **If key FOB is returned late or lost:**

### **April 21, 2022 @ 12:00pm**

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

#### **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

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](mailto: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.

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**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](mailto: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.

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**International Students** please contact Housing Services ([housing@uleth.ca](mailto:housing@uleth.ca)) with your Bank Wire information.