

GETTING YOUR MONEY BACK

THINGS TO KNOW WHEN MOVING OUT OF TOWNHOMES

Last day of contract:

April 21, 2023 @ 4:00pm



**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

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.
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International Students returning to their country of origin

To receive your security deposit refund -The University will complete a **wire transfer** to your international bank in your home country. (IMPORTANT NOTICE - Your PERMANENT address on the Bridge, MUST match the address you provide your home bank)

Please email cash.office@uleth.ca with the following completed bank wire transfer request form:

See detailed instructions - [Bank Wire Transfer](#)

Complete and return to the cash office - [Wire Transfer Request Form](#)

International Students staying in Canada

Please follow instructions up above to create a Direct Deposit Refund.