

LETHBRIDGE



University of  
Lethbridge



Housing Services

# MOVE-OUT GUIDE

Everything you need to know & do before moving out | Housing Services

## MOVE-OUT GUIDE

# INTRODUCTION: MOVING OUT

This guide has all the information you need to know about moving out of Residence.

The last day of move-out is **Thursday, April 17th at 12pm (noon).**

- If you are found staying past that date, you will be charged \$150.00 for the first night and a daily room rate commencing the second night until you have vacated the unit.
- Late move-out charges will apply.
- Please return your white access card to the Housing Services Office (C420).
- Lost access cards will be charged \$75.

### **IMPORTANT:**

- **Late Move-Outs:** All requests must be submitted in writing a minimum of one month prior to the end of the contract. Approvals are subject to availability and authorization, by the Associate Director of Housing Services. Late move-outs will incur a \$150 fee for the first night and a daily intersession fee for the following days (equivalent to the daily rate for your room).
- **Secure your space:** As you leave your room for the last time, please ensure that the window is closed and your door is locked.
- **Linens:** If you are an international student you must leave all assigned bedding on the bed, otherwise, it will be assumed to be "missing," resulting in additional costs to you.

### **Plan ahead for a smoother move-out**

Planning ahead can make your move-out process quick and stress-free. Start by organizing your belongings early, scheduling cleaning tasks, and ensuring all personal items are packed before your move-out date. Check our checklist to avoid last-minute surprises and enjoy a smoother transition!

### **Clean up with your roommates or suitemates**

Team up with your roommates or suitemates to tackle the cleaning together! Divide tasks, clean common areas, and make sure the space is left in great condition. A little collaboration goes a long way in making the move-out process smoother for everyone.

# SECURITY DEPOSIT REFUND

We want you to get your security deposit back and here's how:

1. Sit down with your roommate(s) and have a conversation about your exam schedule and when you plan to move out.
  - a. Write down who will complete each item from the checklist (see end of this document) and post it in the common area.
  - b. Ensure you maintain communication through final exams, especially prior to each person moving out, to ensure that all the cleaning that was agreed to has been completed.
2. Clean thoroughly!
3. Take photos of the unit when each person moves out.
  - a. This way, should a dispute arise or a roommate moves out and leaves a mess, there is evidence of the cleaning that was completed and the state of the unit at that time.
4. Move out by the contract deadline: **THURSDAY, APRIL 17, 2025 at 12PM noon.**
5. Remove all of your belongings, including garbage, food, and cleaning supplies.



# SECURITY DEPOSIT REFUND

Security deposit refunds will be processed by June for eligible students. For a refund, please choose one out of the three options below and ensure you have sent the necessary information to the Cash Office ([cash.office@uleth.ca](mailto:cash.office@uleth.ca)).

### 1. DIRECT DEPOSIT REFUND

- Please go onto your Bridge account under Student Menu– Student Account – Direct Deposit. Set up your “Accounts Payable” banking information. Please note – this is NOT your Debit Card Number. Once this is complete, please email the [cash.office@uleth.ca](mailto:cash.office@uleth.ca) with your ID# and last 3 digits of your bank account number and a class taken last semester.
- Students are responsible for setting up accurate banking information as the University of Lethbridge cannot verify this is correct.

### 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 are transferred to the student account and can be used to pay any outstanding fees owing upon request. Please email the Cash Office with your ID# and request.

**IMPORTANT** If you are an International Student staying in Canada, please select one of the options above.

International refunds can be processed through PayMyTuition, Convera or conventional bank wire means. Please contact the Cash Office directly to discuss which option is suitable for you. More information can be found [here](#).

MOVE-OUT GUIDE

# SECURITY DEPOSIT APPEAL

If you have concerns about the assessed cleaning and/or damage charges, please review our Online Appeal Process and submit an online appeal. Any charges assessed will stand, until formally overturned through the appeal process. Only online appeals will be considered.

**PLEASE NOTE**

Appeal processes will be done within 30 days of moving out. If you would like to submit a security deposit appeal, you can do so [here](#).



## MOVE-OUT GUIDE

# MAIL SERVICES



Housing Services is NOT able to redirect student mail, as Canada Post will not accept it from the University of Lethbridge. Any unclaimed mail will be returned to the sender after thirty (30) days from the end of the term. Please remember to change your mailing address on [The Bridge](#) before you leave campus.

### **PLEASE NOTE**

Any parcels delivered after April 18th, 2025, will be returned to the sender.

## MOVE-OUT GUIDE

# CLEANING YOUR SPACE/UNIT

Residents are responsible for their own bedrooms as well as shared areas such as kitchens, bathrooms, and common rooms.

Plan ahead, as vacuums are a scarce commodity. If it is incomplete, you will incur additional expenses.

Do NOT attempt to make your own repairs to walls, etc. This may result in additional costs to you.

Sit down with your roommate(s) and have a conversation about your exam schedule and when you plan to move out. Write down who will complete each item from the checklist and post it in the common area. Ensure you maintain communication through final exams, especially before each person moves out, to ensure that all the cleaning that was agreed to has been completed.

Take photos of the unit when each person moves out. This way, should a dispute arise or a roommate moves out and leaves a mess, there is evidence of the cleaning that was completed and the state of the unit at that time.

Please remember: if we are forced to charge for cleaning, replacement parts, damage, or labor, a \$10.00 administration fee will also be assessed to recover office and processing expense.

### **Bathroom:**

- Clorox Toilet Bowl Cleaner
- Vim Bathroom
- Vim Cream
- Lysol Toilet Bowl Cleaner

### **Windows & Mirrors:**

- Windex

### **Kitchen:**

- Vim Cream
- Windex Multisurface

## MOVE-OUT GUIDE

# SUMMER HOUSING

Stay on campus this summer in the Kainai House apartments and enjoy flexible housing options with 1, 2, and 4-bedroom units available. No need to be enrolled in classes to apply!

- Rates are based on a full summer term (single student) contract
- Rates are for accommodations only
- Rates are subject to change every year
- All summer rentals are to be paid in full at the beginning of the contract
- **For current residents:** Stay with us for 4 months and get 50% off\*

*\*Only for residents who are currently staying in Residence in the Winter term who have been in good financial standing and passed Winter Term unit checks.*

Applications opened on January 15! Apply online by selecting 'Summer 2025 Application'. Rates are based on a full summer term (single student) contract and apply to accommodations only.

Please note that rates are subject to change each year.

For any questions, email [housing@uleth.ca](mailto:housing@uleth.ca).

### **INTERESTED IN SUMMER HOUSING?**

Summer 2025 Housing rates can be viewed [here](#).





MOVE-OUT GUIDE

# SUMMER STORAGE



Take advantage of our summer storage service, which is exclusively for current residents!

For a one-time fee of \$525, you'll get up to 6 bins (rental included) and can store up to 6 oversized items. Payment is required in advance to secure your spot. All items are stored safely on campus for your peace of mind. If you're returning to live in Residence in the Fall, your stored bins will be conveniently delivered to your assigned room before move-in day. This hassle-free option helps you avoid the stress of moving everything home and back again.

Contact us via email at [housing@uleth.ca](mailto:housing@uleth.ca) or visit us in person for more details or to reserve your summer storage space!

# MOVE-OUT GUIDE CHECKLIST: UNIVERSITY HALL

What needs cleaning:

## Bedroom:

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

## Bathroom:

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

## 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

## Please note:

- **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 and turn off the lights.
- **Returning Your Access Card:**
  - Please return your access card. A \$75 charge applies if your card is lost or not returned.

# PIIKANI HOUSE & KAINAI HOUSE

What needs cleaning:

**Bedroom:**

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

**Bathroom:**

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

**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
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**Please note:**

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# MOVE-OUT GUIDE CHECKLIST: MT. BLAKISTON HOUSE

What needs cleaning:

## Bedroom:

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

## Bathroom:

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

## 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

## Please note:

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MOVE-OUT GUIDE  
CHECKLIST:

# TSUU T'INA HOUSE & SIKSIKA HOUSE

What needs cleaning:

**Bedroom:**

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

**Bathroom:**

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

**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

**Please note:**

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# MOVE-OUT GUIDE CHECKLIST: **THE VILLAGE**

What needs cleaning:

## **Bedroom:**

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

## **Bathroom:**

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

## **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

## **Please note:**

- **If housekeeping needs to do additional cleaning:**
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# INSTITUTIONAL PROPERTY

Only Housing Services can authorize, conduct, and manage maintenance, repairs, and replacements. This ensures that work is completed to our standards. Do not attempt to repair any damage that has resulted from your actions. This includes but is not limited to repairing holes, doors, leaks, etc. You will be held responsible for the costs associated with undoing and redoing work.

Costs to clean, repair, or replace will be charged to those found responsible by Housing Services. If a responsible party cannot be determined, charges may be split between residents of the applicable unit, section, building, or ORS.

Costs for labour and notable materials are below. They are based on an established list of costs, as approved by the University of Lethbridge Board of Governors. All prices are subject to change without notice and any items not listed will be assessed at the item/material costs plus 10%. Please note, that a **\$100 Smoking/Vaping Fee** will be applicable if there is evidence of smoking or vaping indoors, or preparing cannabis edibles.

**An administration charge of \$10.00 will be applied to each charge notice assessed.**

MOVE-OUT GUIDE

# THANK YOU FOR LIVING WITH US

Thank you for choosing to live on campus this year!

We hope you had a fantastic experience, made lasting connections, and felt at home in our community. As you continue your journey at the University of Lethbridge, we wish you success in your studies and all the best in the years ahead. Whether you return to residence or explore new opportunities, you'll always be part of our campus family.





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