

LETHBRIDGE



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 to move-out is **Friday, December 20th by 4 pm.**
- 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.
- If you are moving out during office hours M - F between 9 am - 12 pm & 1 pm - 4 pm please:
 - Drop off your white access card to the Housing Services office in UHall C420
- If you move out outside of office hours, please:
 - Place your white access card in an envelope provided with your name, room # and date of move out, and place it in the mailslot outside the Housing Services Office in the UHall C420 hallway
 - Send us an email notifying us that you have moved out
- Lost access cards will be charged \$75.



IMPORTANT:

- **Late Move-Outs:** Late move-out charges will apply and there is NO opportunity to extend your stay.
- **Storage Areas:** Ensure all personal belongings are removed. Be sure to check all storage areas in your suites.
- **Phone & Internet Connection:** Please ensure your in-room phone is properly plugged in and working prior to move-out.
- **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. Shower curtains belonging to Housing Services must be machine-washed and hung to dry. Do not put it in the dryer.

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!

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MAIL SERVICES



PLEASE NOTE

Housing Services is unable to redirect student mail and will not hold onto any parcels delivered after you have moved out.

Please remember to change your mailing address on [The Bridge](#) before you go.

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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 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. Ensure you maintain communication through final exams, especially as you move out, to ensure that all the cleaning that was agreed to has been completed.

Take photos of your unit when you have moved 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 labour, a \$10.00 administration fee will also be assessed to recover office and processing expenses.

Bathroom:

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

Windows & Mirrors:

- Windex

Kitchen:

- Vim Cream
- Windex Multisurface

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CHECKLIST

What needs cleaning:

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 and/or bathtub
- Clean the toilet
- Wipe down surfaces
- Clean the floor
- Clean Sinks

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 lights.
 - Email Housing Services (housing@uleth.ca) to notify you have vacated the unit.
- Please return your access card to the Housing Services office in person during office hours or via envelope through the C420 mail slot for after hours. If your card is lost, a \$75 charge will be applied.

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INSTITUTIONAL PROPERTY

Residents are responsible for the general condition of the room, suite area, furniture, and fixtures. Inventory stickers, VOIP phones, and handsets (they will not work off campus), and fire extinguishers must not be removed.

Housing Services is the only one that can authorize, conduct, and manage maintenance, repairs, and replacements. This is done to ensure the work is completed properly, to the extent necessary, and in line with the University's quality and integrity standards. As such, do not attempt to maintain or repair any damage, vandalism, messes, etcetera, that has resulted from your actions. This includes but is not limited to repairing holes, doors, walls, shelves, leaks, etc. You will held responsible for the costs of labour and materials to undo and redo the work.

Costs for labour and material to clean, maintain, repair, or replace damage, vandalism, messes, etc. will be charged to those found responsible by Housing Services and/or the ORS Council. If a responsible party cannot be determined, charges will be split between the residence students of the applicable unit, floor, section, building, or ORS.

Costs for labour and notable materials are on Page 6. 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 Cleaning Fee** will be applicable if there is evidence of smoking or vaping indoors, preparing cannabis edibles, or pet(s).

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

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INSTITUTIONAL PROPERTY FEES

FEES	MATERIAL COSTS	MATERIAL COSTS	MATERIAL COSTS
<p>\$75 Access Card</p> <p>\$100 Smoking/Vaping Fee</p>	<p style="text-align: center;">General</p> <p>\$10 Ethernet cable (each)</p> <p>\$25 Vertical slat blind (each)</p> <p>\$25 Fire alarm box glass</p> <p>\$40 Smoke detector</p> <p>\$40 Carpet tile (each)</p> <p>\$50 Carpet repair/yd², min</p> <p>\$50 Window screen repair</p> <p>\$55 Door mirror</p> <p>\$60 Counter repair, min</p> <p>\$75 Fire extinguisher recharge</p> <p>\$100 Garbage receptacle (fire retardant)</p> <p>\$140 Window covering</p> <p>\$250 Water sensor</p> <p>\$370 Bookshelf</p> <p>\$400 VoIP phone set</p> <p>\$450 Chair/sectional</p> <p>\$475 Lock replacement</p>	<p style="text-align: center;">Kitchen</p> <p>\$5 Stove knob</p> <p>\$80 Fridge shelf</p> <p>\$100 Microwave</p> <p>\$100 Cupboard/drawer door</p> <p>\$300 Oven glass</p> <p style="text-align: center;">Bathroom</p> <p>\$9 Plunger</p> <p>\$25 Towel rack</p> <p>\$30 Shower curtain</p> <p>\$100 Bathroom mirror</p> <p style="text-align: center;">Lighting</p> <p>\$30 Light fixture lens</p> <p>\$80 Light fixture</p>	<p style="text-align: center;">Linens (if applicable)</p> <p>\$5 Pillow case</p> <p>\$12 Pillow</p> <p>\$20 Bed sheets</p> <p>\$40 Blanket</p> <p>\$60 Bedspread</p> <p>\$100 Mattress cover</p>
LABOUR COSTS			
<p>\$50 Cleaning (hr/person)</p> <p>\$50 Maintenance (hr/person)</p> <p>\$50 Travel time (hr/person)</p>			

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THANK YOU

Dear Resident,

As you get ready to move on, we want to take a moment to celebrate you! Thank you for choosing to make this place your home. It's been a joy to share in the laughter, friendships, and moments that make life here so special. Each of you has brought something unique to our community, and we're grateful for the energy and joy you've added to our halls.

We hope this has been a place where you've found friends, created memories, and grown in ways that will stay with you forever. Remember, you're always a part of our Housing family, and we'll be cheering you on in every step you take.

With warmest wishes and all the joy,
Your Housing Services Team

University of
Lethbridge



Housing Services