

Single Residence
MOVE – OUT CONFIRMATION

1. **Ensure all keys are handed in: (DO NOT LEAVE KEYS IN BEDROOM OR UNIT)**

| <u>Clearwater Hall</u> | <u>Riedel Townhouse</u> | <u>Penhorwood Townhouse</u> |
|------------------------|-------------------------|-----------------------------|
| Bedroom key | Unit key | Unit key |
| Mail key | Bedroom key | Bedroom key |
| Laundry card | Gate Fob | Mail Key |
| Parking pass | Parking pass | Parking Pass |

2. **Move out Notice:**

Name: _____ Phone Number: _____

Email: _____

I hereby give notice that I, the 'Tenant' will be vacating:

(Unit#/Bedroom#) _____
(Location)(Clearwater, Riedel, Penhorwood) _____
(Date)

3. **Refund:**

I would like my refund by Direct deposit

I would like my Refund by Cheque

FORWARDING ADDRESS FOR SECURITY DEPOSIT (Cheque Method) (Please print clearly)

***Please Note: If a forwarding address is not provided your refund will be forwarded to the address provided on your application, and could be delayed in processing.**

4. **Inspection of Unit:**

YES - I would like to be present for my out-clearance inspection.

I am available between _____ and _____.

***Please Note:** Inspections can only be scheduled between 9:00am and 3:00pm, Monday through Friday. Contact the Housing Office to set up a time at (780) 791-4929 or kelly.tetreault@keyano.ca

NO - I do not wish to be present for my out-clearance inspection.

I understand that even if I am not present for my out-clearance inspection any damages or cleaning required to my unit after I move out will be deducted from my damage deposit.



5. **I will be:**

- Returning next fall
 Returning next winter
 Not returning

6. *Please check the category below that most appropriately reflects your reason for requesting a release from your Residence Agreement.*

- College Withdrawal
 Program Non - Acceptance
 Graduation
 Internship
 Medical
 Changing Institutions - I have decided to attend another post-secondary institution. If yes, please indicate which institution you have opted to attend:

- Roommate Opportunity – Friends have asked me to share with them off campus.
 Cost of Residence – I have found an apartment/house that is cheaper than my space in Residence.
 Academic Challenges – I am struggling academically while living in Residence and wish to take the year off.
 Financial Circumstances – My financial situation has changed, and I can no longer afford to stay in Residence.

7. **Checklist:**

- ✓ Handed in all the Keys/parking tag that are required
- ✓ Changed my address with Office of the Register, banks, Service Canada (etc)
- ✓ Closed my Bedroom Window, cleaned my Room and locked the door.
- ✓ Cleaned my area of the Unit as per cleaning schedule
- ✓ Removed food from pantry, freezer and fridge.
- ✓ Checked mailbox to ensure no mail is left.

Signature

Month/Day/Year

“Wishing you the best in your future endeavors”