

MOVING OUT OF STUDENT HOUSING

Move-Out Procedure Information

Whether it's the end of the school year or you are vacating early: We wish you good luck on your upcoming exams and we hope that you have enjoyed your stay in student housing. **Please be sure to read the following information carefully to ensure a smooth move-out.**

CONTRACT END DATE:

Your contract expires 24 hours after you have completed your last exam (or 24hrs after the last day of classes if you don't have exams), unless you applied and were approved for an [extension](#). **Failure to move-out by this time can result in an improper move-out penalty of \$200.00 and replacement of keys at \$25.00 per key. If you are vacating early, you must submit a [vacating early form](#).**

Move-Out Envelopes:

Move-out Envelopes will be available to pick up at the front desk.

You must return your move-out envelope with your bedroom key before you leave. **Please contact the CA on-call at 604-302-2362 if the Front Desk is closed. (PLEASE DO NOT LEAVE KEYS UNATTENDED).**

ITEMS THAT MUST BE LEFT IN YOUR ROOM

2 kitchen chairs and tables	Ethernet cord, Shaw modem and cables, splitter
Microwave and fridge	Desk chair, desk, and hutch
Blinds, screens, and window clips	Nightstand and dresser
Mattress and bed frame	Bed drawers

CHARGES THAT MAY APPLY

Examples of some of the costs that may be incurred are as follows:

Garbage removal	\$30 per grocery-sized bag
Adhesive material removal	\$25 per patch
Repair or repaint of walls	\$30 to \$750
Moving furniture to original position	\$30
Mattress cover replacement	\$40
Shaw modem replacement	\$150
Ethernet cord replacement	\$50
Window screen replacement	\$20
Window clip replacement	\$3 each
Wi-fi sign missing	\$5
Additional cleaning charges	\$27.62/hr/person

**Please note that if your room does not meet the University of the Fraser Valley housing standards, cleaning and damage charges will be billed to your housing account. Outstanding balances must be paid within two weeks of notice or a hold will be placed on your university account. This means you will not be able to access your university transcripts or register for any classes until your balance is paid in full. UFV Housing Operations and Campus Living are NOT responsible for anything left in the unit.*

CLEANING CHECKLIST

To avoid charges, please complete the following before leaving your room and turning in your keys:

- Sweep and mop floors/dust and wipe down furniture
- Wipe down all walls & cupboards
- Remove all posters, sticky tack, stickers, tape, tacks, hooks, etc.. from walls & ceilings
- Check drawers/closets/cupboards for personal items
- Ensure all furniture is moved back to its original location
- Clean the outside of your unit door—remove any items on the door and wipe down
- All garbage and recycling is to be bagged and disposed of in the exterior bins at the end of the building
- Close all windows/turn off all lights/turn off heat
- Return keys in the Move-Out envelope to the Front Desk. Please contact the CA on-call at 604-302-2362 if the Front Desk is closed. (PLEASE DO NOT LEAVE KEYS UNATTENDED)**

Cleaning Fees: You are expected to make a notable attempt to clean your unit. **Students are responsible for the extra cost of cleaning.**

Please Note: If you have a roommate, any cleaning charges will be split between both students in the unit. Students are expected to work with their roommate to ensure that the last person to vacate will leave the unit in good condition.

ACCOUNTS

Please go online and check your [housing account](#) and pay any outstanding balances prior to move-out. The Housing Operations Coordinator can be contact at kimberly.ferguson@ufv.ca to check your account balance and to make payments in H130. *Unpaid balances will result in a hold being placed on your university account. This means you will not be able to access your university transcripts or register for any classes until your balance is paid in full.*

THANK YOU!