RESIDENCE MOVE-OUT GUIDE

1. Vacate your room with your belongings within 24 hours after your final exam. If you require an extended stay, make a request to your RM before April 7, 2017 with a valid reason and proposed date.

2. Ensure your room/suite is clean and all garbage/recycling has been removed. Last person in your room is responsible for clean up costs.

3. Once your room is empty and you're ready to check out, contact the front desk and wait in your room until a staff member arrives. They will complete a brief room-condition checklist, and will collect your mailbox key and room keys. If you need to leave between midnight and 8:00 am, please see the front desk for details.

4. Have your laundry card ready at your time of check-out to recycle it. If you're returning to residence again next year, you're welcome to keep your card for future use.

5. Traffic circles are also fire routes, so don't park in these areas, or you may receive a $100 fine. The following parking lots will be available for coin-entry parking in April: Elgin Hall, Althouse College, TD Stadium, and Springett.

6. Floor damage payment will be accepted at the front desk at time of check-out. Debit or credit cards only accepted.

7. If you live in Alumni House or London Hall, please check your mailbox for self-checkout instruction.

8. Cancel any services you have set up (such as cable), and redirect any mail you are currently receiving to a summer address.

9. While many Sophs were available to assist you with moving in, they are also students writing exams and will be unable to assist you with moving out. You will need to move your own belongings and bring any trolleys you may require.

10. Students interested in on-campus accommodations this summer, check out Western Summer Accommodations at www.stayatwestern.ca for rate and reservation information.