EXTENDED & LONG TERM STAYS
To extend your stay for a few nights, weeks, or into the summer months, complete the EXTENDED STAY REQUEST FORM.

☐ The form must be returned with payment by Thursday, April 18, 2019. A $25 penalty is charged for late registration. If you cancel, a fee equivalent to the first night will be applied.
☐ Forms may be obtained at the front desk or downloaded online.
☐ Each roommate must pay for their own extended stay and be registered as a tenant.
☐ You may be asked to change room and/or relocate.

Rates for Extended Stay

<table>
<thead>
<tr>
<th>Location</th>
<th>Daily Rate Per Person</th>
<th>Monthly Rate</th>
<th>Rooms available until</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upper Residence</td>
<td>$40.00</td>
<td>N/A</td>
<td>May 3, 2019</td>
</tr>
<tr>
<td>RVC</td>
<td>$40.00</td>
<td>$900.00</td>
<td>August 15, 2019</td>
</tr>
<tr>
<td>CS</td>
<td>$55.00</td>
<td>$1200.00</td>
<td>August 15, 2019</td>
</tr>
<tr>
<td>NRH</td>
<td>$55.00</td>
<td>$1200.00</td>
<td>August 15, 2019</td>
</tr>
<tr>
<td>LC</td>
<td>$55.00</td>
<td>$1200.00</td>
<td>August 15, 2019</td>
</tr>
</tbody>
</table>

VACATING YOUR ROOM
Please leave your room as you found it, clean and free of debris. Extra cleaning charges will apply to any room with garbage or items remaining in it.

Ensure that you:

☐ Clean your bathroom (applicable to NRH, CS and LC and some RVC rooms only), including the bathtub, toilet, sink, counter, tiles, mirrors, walls, floor, etc.
☐ Vacuum your carpet (applicable to NRH, CS and LC only).
☐ Remove any tape, “fun tac”, hooks from walls, windows and doors, including any bottle caps stuck to the ceiling/walls.
☐ Empty all drawers, cupboards, shelves, bedside tables, closets, armoires, etc.
☐ Remove all litter and recycling items from your room. Please see the front desk or porter for garbage bags.
☐ Remove all graffiti, whiteboards, pictures etc. from your walls and room door (inside and out).
☐ Reposition your furniture to the original layout.
☐ Keep the hall corridors clear. Any hallway found to be littered with garbage, room objects, etc. will have extra cleaning charges applied to the whole wing/floor.
☐ Any resident (or their belongings) found in the residence halls after having returned their keys, will be treated as a resident extending their stay and will be charged the nightly fee until they and their belongings have vacated. The corridors or other public areas of the residences may NOT be used for storing your belongings.
☐ Close the windows and draw the curtains.

Defrost Mini-Fridge: we recommend you start this process a few days before moving out as it can be a lengthy process.

To defrost your mini-fridge:
1. Unplug fridge - empty all contents.
2. Empty water from drip tray to avoid spills which will damage the floor. DO NOT LEAVE FRIDGE IN THE BATHROOM OR IN THE HALLWAY AT ANY TIME.
3. Clean and wipe down the defrosted fridge with a damp cloth.
4. Re-plug the fridge.

RETURN KEYS & CARDS
☐ Lock your room prior to vacating it.
☐ All keys or keycards must be returned to your Front Desk.
☐ If keys are not returned by April 30th, 2019 noon, you will be charged a lock change fee.
☐ For Upper Residence, keys must be returned to the Front Desk during posted move-out hours. For after-hours, slide them through the mail slot located on the main doors of BMH. The keys must be together and identified with your name, room number and building.

BALANCE & DEPOSITS
☐ Your account with the front desk must be paid in full prior to move-out. Any outstanding balance will be transferred to your student fee account.
☐ All deposit refunds must be claimed by April 30, 2019.

Your lease expires on April 30th, 2019 and your room must be vacated at noon.

IF YOU HAVE AN EXAM ON APRIL 30TH, YOU MAY EXTEND YOUR MOVE OUT TO MAY 1ST, 2019 AT NOON.
Fill out the Extended Stay Form at the front desk and present proof of enrollment in the class with the April 30th exam. Overnight guests are not permitted on the night of April 30th.
ROOM INSPECTION

As per your lease, it is prohibited to have extra furniture in your room.

Room inspections will be done immediately after you move out. Your student account will be charged for any extra work required to repair or replace broken furniture that was not previously recorded on your room inspection sheet. Charges will also apply for all additional cleaning of walls, furniture and fridge as well as any damage to the room.

For double rooms: You and your roommate will be equally responsible for damages and/or extra cleaning charges.

If you wish to be present during the inspection of your room, please contact the Front Desk by Friday April 12, 2019:

- Upper Residence 514-398-6367
- RVC 514-398-6378 frondeskrcv.residences@mcgill.ca
- CS 514-398-2299 frondeskcs.residences@mcgill.ca
- NRH 514-398-3471 frondesknh residences@mcgill.ca
- LC 514-398-8650 frondesknc residences@mcgill.ca

EXAMPLE OF THE CHARGES THAT MAY BE APPLIED

<table>
<thead>
<tr>
<th>Charge Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extra cleaning of room (billed per hour)</td>
<td>$40.00/hr</td>
</tr>
<tr>
<td>Broken/missing bedframe/mattress/box spring</td>
<td>$100.00 - $600.00</td>
</tr>
<tr>
<td>Painting of wall/room/door</td>
<td>Starting at $40.00</td>
</tr>
<tr>
<td>Removal of graffiti on door</td>
<td>Starting at $25.00</td>
</tr>
<tr>
<td>Broken and missing furniture</td>
<td>per unit replacement price</td>
</tr>
<tr>
<td>Carpet damage/replacement</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Fridge replacement</td>
<td>$250.00</td>
</tr>
<tr>
<td>Fridge cleaning/defrosting</td>
<td>$40.00 - $120.00 (see proper cleaning procedure)</td>
</tr>
<tr>
<td>Sanitation due to smoking</td>
<td>$250.00 (divided equally among roommates)</td>
</tr>
<tr>
<td>Window and screen damages</td>
<td>$150.00 ++</td>
</tr>
</tbody>
</table>

WANT TO LIVE IN RESIDENCE NEXT YEAR?

McGill has options for you!

You may continue living in your current residence or if you are interested in a more independent lifestyle opt to live in the McGill apartments.

Call 514-398-6368 for more information or visit: www.mcgill.ca/students/housing/fees-applying

STORAGE

Summer storage is only available for students living in Upper Residence and RVC. Please see the front desk or porter to reserve storage space by April 18, 2019.

MAIL

Canada Post does not offer a mail-forwarding service for university residences. You must change your address with anyone who may send you mail.

MANDATORY MEAL PLAN

The meal plan expires April 30, 2019, and any unused amount of $50 or more will be transferred to a rollover plan. You will receive an email in April with more detailed information.

CLOTHING & FOOD COLLECTION

- Collection boxes for non-profit organization Renaissance will be in the lobbies of your respective residences. They accept gently used clothing and household accessories.
- We will also collect non-perishable food items for the Yellow Door’s “Food For Thought” food bank program benefiting McGill students.
- Cutlery, dishes and cups from the dining halls must be returned to them.

IMPORTANT DATES

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 12, 2019</td>
<td>Deadline to request to be present during room inspection.</td>
</tr>
<tr>
<td>April 18, 2019</td>
<td>• Extended &amp; long term stay reservation deadline.</td>
</tr>
<tr>
<td>April 30, 2019</td>
<td>• Your lease expires at NOON.</td>
</tr>
<tr>
<td>August 15, 2019</td>
<td>Extended &amp; long term stay ends.</td>
</tr>
</tbody>
</table>

GOOD LUCK IN YOUR EXAMS AND HAVE A WONDERFUL SUMMER!