

MOVE-OUT MEMO 2019

For students living in:

3473 University – University Hall • 510 Pine • 522 Pine • 3601 University • 3653 University

Your lease expires on April 30th, 2019 at noon.

IF YOU HAVE AN EXAM ON APRIL 30TH, YOU MAY EXTEND YOUR MOVE OUT UNTIL 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.



EXTENDED STAYS

You may extend your stay for up to a week.

- The nightly fee is \$35.
- Complete the extended stay request form and return with payment by **Wednesday, April 17, 2019 to the front desk at Greenbriar 3575 University.**
- Forms may be obtained at the front desk or downloaded [online](#).



VACATING YOUR ROOM/APARTMENT

The apartment/room must be cleaned before leaving. Your student account fee will be charged for a professional cleaning crew if the apartment is not left clean. Charges will be divided among the tenants of the space for common areas and bedroom charges will go to the occupant of the room.

Get together with your housemates to give the common areas a remedial cleaning. **DO NOT LEAVE ANY PERSONAL ITEM(S) BEHIND.**

In all rooms

- Remove all posters, tape, wall coverings/drawings of any kind from all walls
- Wash fingerprints, grime and smudges off walls (especially around light-switches, doorjamb, etc)
- Vacuum / wash floors
- Clean all surfaces: desk tops, drawers, tables, chairs, bookshelves, window ledges, TV, etc
- Throw out all garbage & recycling
- Bring back any removed furniture

Bathroom

- Clean sink, tub and toilet
- Clean mirror, cabinets & cupboards (inside and out)

Kitchen / Dining Room

- Clean all surfaces: counter tops, cupboards (inside and out), drawers, tables, chairs, etc
- Pull out fridge and stove (unplug first!) and clean sides, walls, floors
- Clean fridge with a mild cleanser (drawers, racks and freezer)
- Clean inside of stove (including oven, oven door, racks broiler pan) with oven cleaner
- Clean outside of stove (including stove top, burners, burner plates, outside oven door, range hood)
- Clean microwaves and toaster ovens inside and out



RETURN KEYS & CARDS

Return all bedroom/apartment keys and temporary access cards/fobs to MORE Front Desk. If the office is closed please contact housingofficer@mcgill.ca to make alternate arrangements.



ROOM INSPECTIONS

A room inspection will be conducted after you move out. Be advised that your student fee account will be charged for repairs or replace broken furniture, which was not previously recorded on your room/apartment inspection sheet. The room/apartment and its furnish- ing are to be left in the same condition they were found.



MAIL

We are unable to hold your mail, therefore you must:

- Forward your mail to your summer address by visiting any post office or www.canadapost.ca to fill out a change of address form (there is a fee for this service).
- Notify McGill of your new address by updating your personal information on MINERVA.
- Change your address with anyone who may send you mail.



CLOTHING & FOOD COLLECTION

If you wish to donate gently used clothing and household accessories, leave them in your room clearly labelled as donations. Items will be donated to non-profit organizations *Renaissances* and *Yellow Door*.

WANT TO LIVE IN RESIDENCE NEXT YEAR?

McGill has options for you! You may continue living in your current residence or move to other McGill apart- ments.

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



McGill



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