

20 April 2009

Name                           «Reserv\_Name»

Room                           «Unit\_Address\_Apt\_No»

Address                       «Unit\_Address1»  
                                 «Unit\_Address\_Postal\_Code» «Unit\_Address2»

Date of Arrival               «Reserv\_Arrival\_Date»  
Date of Departure           «Reserv\_Departure\_Date»

#### INFORMATION BEFORE YOUR DEPARTURE

##### **Key return**

Please put the keys in an envelope marked with your room number, and leave them in your mailbox. The keys must be placed there at the latest by 9 o'clock in the morning on the last day of your contract. Late key return may result in deductions from your deposit.

##### **Deposit**

The deposit will be refunded to you if the keys are returned on time and the room inspection is approved. In order to get your deposit back you need to inform UAC of the creditcard number or bank account number to where you want the money returned. Please hand in the details to UAC or email them to [info@uac.se](mailto:info@uac.se).

##### **Cleaning**

You need to clean your room and bathroom properly (see checklist below). The inspection of the room will take place after your departure and if your room does not pass the inspection, the deposit will be withheld.

##### **Internet**

Close your broadband subscription with Tele2 if you have one (the necessary form is found at [www.sssb.se](http://www.sssb.se))

##### **Remember to lock the door before leaving.**

We hope that you have enjoyed your stay!

University Accommodation Center AB

Helena Wramberg  
Administrator

## CHECKLIST DEPARTURE CLEANING

### **Room**

- desk
- chest of drawers (inside and outside)
- shelf
- closets (inside and outside)
- bed (beddings to be washed)
- doors, door frames
- floor
- thresholds
- window frames and window glass
- lamps

### **Bathroom/wc**

- mirror
- bathtub/shower cabin (all sides)
- wc (inside and outside)
- wash basin (all sides)
- door, door frames
- bathroom floor
- floor drain - **IMPORTANT**: remove the top and clean it, as well as the drain underneath
- shower curtain (to be washed at max 60° C)

### **Kitchen**

Remove your food from

- your space in cupboards and drawers and leave it clean
- your space in the refrigerator and freezer