

20 April 2009

Name «Reserv_Resident_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

According to your lease contract you will soon be leaving your room. On the day of departure/the last day of your contract, the room must be left no later than **09.00 in the morning** (except for departure during weekends/holidays). The **keys** are to be put in an envelope marked with your room number and left in the UAC reception mailbox on the first floor (upstairs from the entrance floor).

Here is a checklist of things to do before leaving:

- all garbage must be removed and put in the garbage room
- do not leave any personal belongings in the room
- the room must be left nice and proper
- your kitchen cupboard and your shelf in the refrigerator/freezer must be emptied and cleaned out
- empty your mailbox
- remember to lock the door when leaving

Thank you for following the instructions. Please confirm the time and date of your departure to jagargatan@uac.se.

We hope that you enjoyed your stay!

University Accommodation Center AB

Maj-Britt Marin
Caretaker