

20 April 2009

Name «Reserv_Name»
Apartment «Unit_Address_Apt_No»
Apartment Address «Unit_Address1»
 «Unit_Address2»
Date of Arrival «Reserv_Arrival_Date»
Date of Departure «Reserv_Departure_Date»

DEPARTURE INFORMATION

According to your lease contract you will soon be leaving your apartment. You need to leave the apartment no later than **09.00 in the morning of your day of departure/the last day of your contract** and return the keys to the UAC office no later than 10.00 (except for departure during weekends/holidays).

If you are not able to return the keys during office hours, you need to contact the reception at info@uac.se in good time for a special agreement. Our reception at Fogdevreten 2 A is open Monday-Friday 09.00-12.00 and 13.00-15.00. For holiday opening days and hours, please see our website.

Checklist of things to do before leaving:

- vacuum clean the apartment/room including bed and upholstered furniture (sofa and chairs)
- clean doors, furniture and closets with a wet cloth
- wet clean floors including the skirting boards and remember to move the sofa
- clean the bathroom/shower room including mirror, walls, tops of cabinets, washbasin, toilet, shower drain, wash the shower curtain at max 60°C
- clean the whole kitchen area including walls and tops of cupboards (cupboards, drawers, refrigerator/freezer, stove, oven, kitchen fan)
- leave the door of refrigerator/freezer open when defrosted
- clean windows, window sills, ventilators, radiators
- deposit all garbage and any material not belonging to the accommodation in designated places
- if you have moved any piece of the furniture, please return it to its original place
- tenants who share kitchens and shower rooms are responsible for cleaning also these areas

The housekeeper will inspect your apartment after your departure and **IF YOU HAVE PAID A DEPOSIT** and the inspection is approved, the deposit will be returned to you by credit card (SEND AN EMAIL TO info@uac.se giving us your card number and the date of expiration)

If necessary, notify bank, tax office and social authorities of your new address (a general change of address is done by phone to Svensk adressändring at 020-97 98 99 or by internet at www.adressandring.se)

We ask that you confirm receipt of this letter by email and we hope that you have had a pleasant stay!

University Accommodation Center AB

Helena Wramberg
Administrator

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