

17 March 2011

Name                               «Resident\_Bill\_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 big brown mailbox outside the door at floor 1 . ( not in the keybox )**

Here is a checklist of things to do:

- 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](mailto:jagargatan@uac.se) .

We hope that you enjoyed your stay!

University Accommodation Center AB

Maj-Britt Marin  
Caretaker