

17 March 2011

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**

We prefer that you return the keys to our reception at Fogdevreten 2A in Solna during our opening hours. **The keys should be returned at the latest between 9 and 10 o'clock on the day of departure.**

If you are unable to return your keys to our reception you have the possibility to leave them **in an envelope in your own mailbox**. If you choose this alternative it is on your own responsibility. In case the keys are not to be found in the mailbox by the above given time we may be forced to change locks and charge you for it. This charge could be as high as SEK 2500.

### **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 necessary card or bank account information 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.

### **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 and leave it clean