

2010-11-29

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

We kindly ask you to leave the apartment and return the keys to the UAC reception between 09.00 and 10.00 on the date of departure (except for departure on weekends and 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 an 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.

To receive a full refund of the deposit, the following must be done before leaving:

- vacuum clean the apartment including bed and upholstered furniture (sofa and chairs)
- clean doors, furniture and closets with a wet cloth
- wet clean floors including the skirting boards (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 garbage and any items not belonging to the accommodation according to the instructions for your area described at the UAC website
- if you have moved any piece of furniture, return it to its original place

DEPOSIT RETURN: The deposit will be returned to your visa/master card or bank account. You need to give UAC the necessary card or bank account information in order to receive your deposit back. Failure in leaving the accommodation in a satisfactory condition will result in UAC withholding part or the total amount of the deposit.

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

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