



UNIVERSITY OF SASKATCHEWAN RESIDENCE MOVE-OUT GUIDE

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NOTICE TO VACATE

- Please note that if you will be staying for your full term, you will not have to submit a Notice To Vacate.
- All residents must provide 2 month's (60 days) advance notice that they intend to vacate Residence.
- Notice to Vacate must be provided to the Residence Services Office on the 1st calendar day of the month.
For example: If notice is provided on January 15th, the 60 days' notice period will be counted starting from February 1st making March 31st the earliest vacate date.
- Failure to provide 2 month's (60 days) Notice to Vacate will result in the resident being held financially responsible for the entire amount of rent agreed upon in their Residence Agreement.



VACATE PROCEDURES

- The Move-Out Inspection is provided to assess final cleaning and/or damages in units.
- RESIDENTS ARE NOT REQUIRED TO BE PRESENT DURING THE MOVE-OUT INSPECTION. However you are required to book a move-out inspection. This will expedite your refund of \$175.00, provided that there are no cleaning charges and all keys have been returned. (See page 5 for additional information)
- If you have not scheduled your move-out inspection, one will be performed for you after the final date of your Agreement. RA's will have their inspection performed after their allotted move-out date.



PRIOR TO MOVING OUT

- Residents are required to clean their own room, the common areas in their unit (if applicable) and make their own arrangements with roommates to divide cleaning responsibilities and ensure the cleanliness of the entire unit.
- Residents will be provided with emailed instructions and information from the Residence Services Office about room inspection scheduling at the end of March.
- Residents that request to be present and schedule a final room inspection must vacate and return their room keys on the same date as the scheduled final room inspection.
- The charge for missing items, furnishings, damage beyond reasonable wear and tear and cleaning will be assessed following move-out.



ONLINE TERM MOVE-OUT INSPECTION FORM INSTRUCTIONS

- The inspection booking form will be available online only for the end of term 2 move-out. A link will be provided to each resident by email allowing the resident to schedule their own inspection time.
- All access to the form will be removed after April 17th and residents will not be able to make any further changes.
- Any residents who have not scheduled their inspection online before April 17th, are asked to return keys to the key return slot at their building.

Online Form Instructions:

1. Using your NSID and password, login to the online Move-Out Inspection Form at the following link: <https://csd.usask.ca/residence/inspection/>
2. Please contact the Residence Services Office if you have troubles accessing this form.
3. Select the date on the calendar that you plan to leave Residence and return your keys. It is important to note that the room inspection must be performed on your final day in Residence.
4. Select an inspection time between April 20th - April 28th (there will be no room inspections performed on the weekend of April 21st and 22nd).
5. There are a limited number of available booking slots for each 15 minutes in the calendar, so if all the slots are booked, you will have to choose an alternative time and date.

CONTACT INFORMATION FOR BOOKING MOVE-OUT INSPECTIONS

Residence Services Office

(General Inquires)

128 Saskatchewan Hall

91 Campus Drive

Saskatoon SK S7N 5E8

Phone: 306-966-6775

Email: residence@usask.ca

Website: www.livewithus.usask.ca

McEown Park Residence Office

(Seager Wheeler, Wollaston, Assiniboine and Souris Hall Inspections)

104-103 Cumberland Avenue South

Saskatoon, SK S7N 1L6

Phone: 306-374-4432

Email: residence@usask.ca

Residence Custodial Supervisor

(Voyageur Place Inspections)

128 Saskatchewan Hall

91 Campus Drive

Saskatoon, SK S7N 5E8

Phone: 306-966-6786

Email: sitti.osman@usask.ca

Colliers International

(College Quarter/Graduate House Inspections)

Micheal Hurman, Property Administrator

728 Spadina Crescent East

Saskatoon , SK S7K 4H7

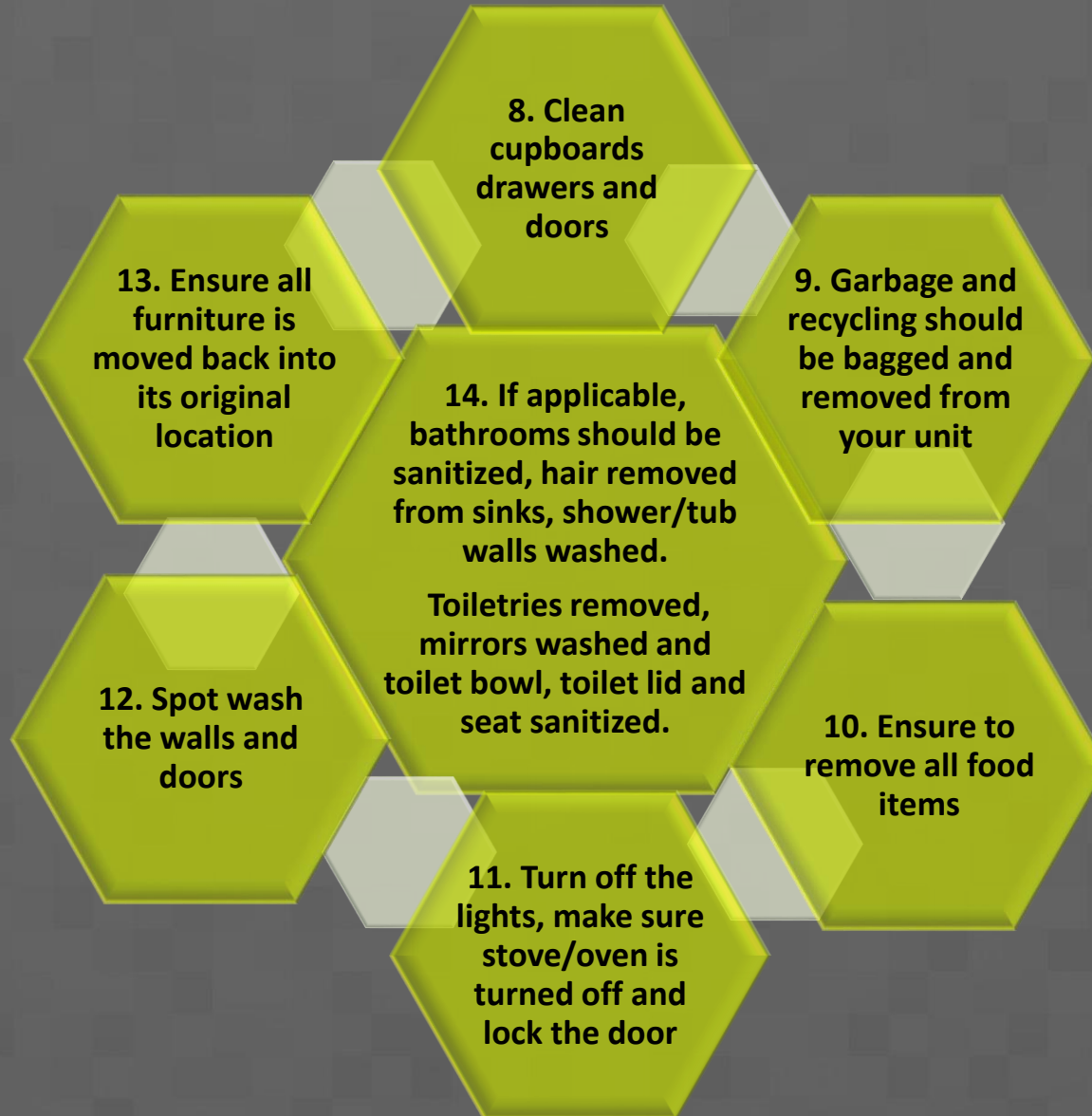
Main: 306-653-4410

Email: micheal.hurman@colliers.com

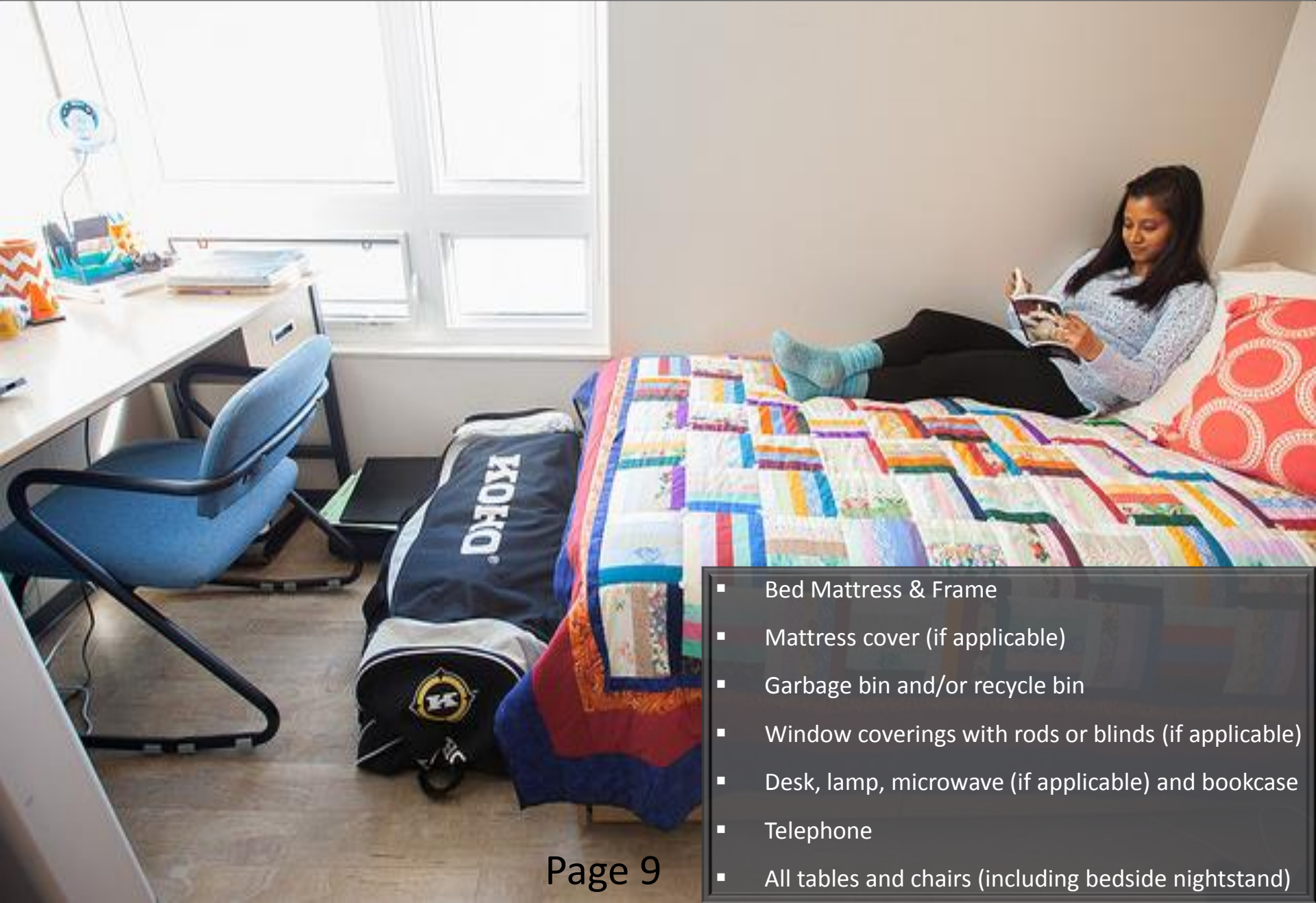
Cleaning Guide



Cleaning Guide Cont.



Please ensure the following items are left in the unit:



- Bed Mattress & Frame
- Mattress cover (if applicable)
- Garbage bin and/or recycle bin
- Window coverings with rods or blinds (if applicable)
- Desk, lamp, microwave (if applicable) and bookcase
- Telephone
- All tables and chairs (including bedside nightstand)



- Upon moving out of Residence, please remember to leave all Shaw Communications equipment in the unit. This includes: the modem, remote control(s) and all associated cords/cables.
- As a reminder, residents are responsible for canceling any purchased services they may have upgraded through Shaw Communications by contacting Shaw Customer Service directly at 1-888-472-2222.
- Please inform the Customer Services Agent that you live in Residence at the University of Saskatchewan and provide them with the serial number located on your internet router in order for them to access your account.

KEY RETURN PROCESS

Keys must be returned at the time of your move out. A charge will be processed on your Residence Account for all unreturned keys, including mailbox, building and/or unit keys, in addition to keys that cannot be identified upon Move-Out. In order to properly identify returned keys, key tags are provided to residents in each Residence Hall and are available at the Residence Services Office. Please follow the steps outlined below to properly return your keys at Move-Out:

STEP 1

Write your name on one side of the key tag and your unit number on the reverse.

STEP 2

Attach unit & mailbox keys to the key tag.

STEP 3

Drop keys in the key return slot in the door of the lobby RA/Coordinator Office, the McEown Park Residence Office or return them to the Residence Services Office in Saskatchewan Hall.

EXAMPLE:



PARKING FOR TERM MOVE-OUT

- Parking regulations must be followed while moving out. Do not park on the grass, or in other NO PARKING areas.
- Please be courteous and move your vehicle as soon as it is loaded to allow others to load their vehicles.
- If you have any concerns you can contact Parking Services <https://www.usask.ca/parking/>



REDIRECTED MAIL

- The Residence Services Office is unable to redirect mail that arrives after a resident moves out.
- Also, Canada Post does not forward or redirect mail from dormitory or shared delivery addresses.
- As such, residents must contact any regularly scheduled mail providers (i.e. utility service providers and banks) to provide them with a forwarding address prior to vacating residence.



STORAGE UNITS

- Please ensure that all personal belongings are removed from storage spaces and lockers, as Residence storage facilities are only provided to residents with valid Residence Agreements.
- Storage is not available to students who have moved out and wish to store personal items over the summer months intending to return in September.
- All residents are asked to return the storage area to its original condition (clean, belongings removed and damage free). Any items that have been left in storage following move-out will be removed and disposed of at the cost of the resident and any cleaning or damages assessed will also result in additional move-out charges.
- Residents of College Quarter and Graduate House that have purchased a storage locker, please remove the belongings and return the key to the Residence Services Office.





UNIT TRANSFERS

- In the event that you are transferring units, please follow the Vacate Procedures outlined on the Move-Out Guide
- You will need to exchange all keys for your new accommodation. For Voyageur Place, College Quarter and Graduate House, keys can be exchanged at the Residence Services Office located at 128 Saskatchewan Hall.
- For Seager Wheeler, Wollaston, Assiniboine and Souris Halls, keys can be exchanged at the McEown Park Office, located on the main floor of Seager Wheeler.
- You will also be required to submit a [Unit Condition Report \(UCR\)](#) for your new unit. You will have 7 days, counted from your transfer date, to fill out and submit the UCR for your new unit.
- The UCR form is available on our website and can be filled out and submitted electronically. Please note, if the 7 day deadline passes, and you have not submitted the UCR on-line, a \$100 fine will be allocated to your Residence account.

MOVE-OUT DATES AND TIMES

- All residents planning to vacate their living space must complete the move-out requirements outlined in this guide prior to scheduling their move out. If you are planning on moving before the scheduled date, please complete the Notice to Vacate form and submit it to the Residence Services Office.
- If you would like to continue your stay in Residence past these dates, please visit the [Residence Housing Portal](#) to submit a Residence Application for the next available term. Please note that Residence Applications are received on a first come/first serve basis and accommodations are provided based on availability.

MOVE-OUT DATES

Voyageur Place, Seager Wheeler and College Quarter (Term 1 Only)

TBA

Voyageur Place, Seager Wheeler and College Quarter (8 Month Residence Agreement)

Saturday, April 28, 2018 at 12:00pm (Noon)

Voyageur Place, Seager Wheeler and College Quarter (Spring/Summer 4 Month Agreement)

Monday, August 20, 2018 at 12:00pm (Noon)

Graduate House, Assiniboine Hall, Wollaston Hall and Souris Hall (12 Month Residence Agreement)

Friday, August 31, 2018 at 12:00pm (Noon)

AVAILABLE ON-LINE APPLICATIONS

FALL/WINTER

Accommodations for September through April &
Accommodations for September through August
Applications open in November each year

TERM 2 ONLY

Accommodations for January through April
Applications open in October each year

SPRING/SUMMER

Accommodations for May through August
Applications open in February each year

<http://livewithus.usask.ca/>

A close-up photograph of two hands. The hand on the right is holding a set of keys, with one key held between the thumb and index finger. The hand on the left is open and facing upwards. The background is a blurred indoor setting with warm lighting. Overlaid on the image in large, white, serif capital letters is the text "SECURITY DEPOSIT".

SECURITY DEPOSIT

Any charges incurred from cleaning or damages assessed during your move-out unit inspection will be placed on your Residence account and deducted from your \$175.00 Security Deposit.

Due to the high volume, we ask that you please allow up to 6 weeks to receive the refund of your Security Deposit.



**Thank you for choosing to live in Residence at the University of Saskatchewan.
We sincerely hope that you have enjoyed your stay in Residence this year.**

**We welcome feedback from our residents, this can be directed to the
Residence Services Office by email at residence@usask.ca**