

# Campus Housing

Move out package



**Yukon  
University**

Occupant Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ Unit #: \_\_\_\_\_

Move Out Date: \_\_\_\_\_ Move Out Time: **12PM**

Use this Move Out Checklist to ensure you are completing all the necessary steps to your Campus Housing move out. Complete and submit the Refund Request Form (in the second page) in order to avoid any delays in processing your Damage Deposit refund. You will be notified once your Damage Deposit Refund has been completed.

- Complete Refund Request Form:** Complete and submit the Refund Request form below to the Campus Housing Office email five (5) days before your move out date.
- Clear Outstanding Fees:** Outstanding fees owed to Yukon University will result in a delay in processing your damage deposit.
- Garbage/Personal Items:** Remove all garbage and personal items from your unit.
- General Clean:** Leave your unit in the condition it was in when you moved in.
- Fridge:** All food items must be removed from the fridge and freezer, then wiped clean.
- Unplug Fridge (dorm units only):** Unplug the fridge once it has been cleaned.
- Stove/Oven (apartments only):** Clean the stovetop and oven prior to move out and replace any missing or damaged oven/stovetop aluminum liners.
- Keys/Swipe Cards:** Return all keys and swipe cards to the Campus Housing Office. If the Campus Housing office is closed, put all keys through the mail slot.
- Vehicles:** Vehicles left behind after move out will be removed from Yukon University property (eg. cars, bicycles). You are responsible for any charges resulting from the removal.

Please understand that failure to complete proper move out procedures will result in a delay in processing the refund. Assessment of the unit and processing your refund may take up to 10 business days. If you have any questions regarding your move out, please contact the Campus Housing Office via email at [campushousing@yukonu.ca](mailto:campushousing@yukonu.ca) or at (867) 668-8731 during regular business hours (Monday-Friday 10:00am-4:00pm).

Complete this form to reduce any delay in processing your refund. Refunds may take up to 10 business days to process. Further delays may occur if move out procedures are not followed, assessment of the unit is delayed, or if outstanding fees are owed to Yukon University (e.g. tuition, library fees).

## REQUESTED REFUND OPTIONS

Choose your collection option according to the payment method you used to pay for your Damage Deposit. Should you not remember, email Campus Housing.

### *Paid by Credit/Debit Card at Cashier's Office*

Refund by Cheque

Pick up in person

Mailed to address below

Refund to Credit/Debit Card\*

Pick up in person

Mailed to address below

*\*The same credit/debit card used to pay for the Damage Deposit must be provided.*

### *Paid by Credit/Debit Card (TouchNet), INTERAC, Cash, Cheque, 3<sup>rd</sup> Party Funder (Refund to Occupant)*

Refund by Cheque

Pick up in person

Mailed to address below

### *Paid by 3<sup>rd</sup> Party Funder (Refund to 3<sup>rd</sup> Party funder)*

I understand that the original payment will be refund back to the 3<sup>rd</sup> party funder.

## FORWARDING INFORMATION

You will be contacted via email with details specific to your refund once your refund request is processed. If you have selected to be refunded by cheque in the mail, it will be mailed to the address provided below. Providing your forwarding address will also ensure that any mail we receive will be forwarded to you for 30 days from your move out date.

### *Contact Information*

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

### *Address*

Unit/Street Number/Street: \_\_\_\_\_

City: \_\_\_\_\_ Province/Territory: \_\_\_\_\_ Country: \_\_\_\_\_

Postal Code: \_\_\_\_\_

***This form must be submitted to Campus Housing at least 7 days prior to your move out date to avoid delays in processing your damage deposit refund.***