

Innis Residence End of Term Arrangements

Planning Your Move-Out

With over 300 people moving out, we ask that everyone do their part to make the whole process run smoothly. When planning **your** move-out of the Residence, please keep the following in mind:

- You must move out of the Residence within 48 hours of your last exam, or by 12PM (Noon) on Saturday April 29th, whichever is earlier.
- When you have an approximate time and date for your departure, you must make an appointment with the Front Desk to have a Residence Staff member inspect your room and suite. Your inspection appointment should be booked as close to your expected move-out time as possible. Staff is available to do an inventory inspection check of your room and suite from 9:00AM to 9:00PM.
- **ALL INSPECTIONS MUST BE BOOKED NO LATER THAN TUESDAY APRIL 4TH.**
- If you have any items that belong to the Residence that need repair in your room or suite please complete a maintenance form at the Front Desk or send your request to maintenance.innis@utoronto.ca. It is advantageous for you to submit your maintenance requests without delay so repairs can be done prior to your inspection. Please note, as with all maintenance requests, if the damage done to your room or suite is beyond that of wear and tear charges may apply as per your inventory form.

Staying at Innis in the Summer?

If you are staying at Innis in the summer, you have to make sure you have applied, and paid your deposit, by March 31st in order to qualify to stay in residence during the transition period. You will be able to stay in your current room at no extra charge between the end of your final exam and the start of the summer session.

You will be given a date and time in which you will be required to move-over. The move-over period will be between the date of your last exam and May 3rd. If you are not available to move during the time you are given you will be required to move out as per your last exam and can move back in on May 3rd at the start of the summer session.

Room & Suite Inspection Procedure

- Make an appointment with the Front Desk to have a Residence Staff member inspect your room and suite. **Your inspection appointment should be booked as close to your expected move-out time as possible.** You must make an appointment **NO LATER THAN APRIL 4TH. FAILURE TO BOOK AN INSPECTION BY THIS TIME WILL RESULT IN THE LOSS OF YOUR INTERNET.**

- You must remove all of your belonging from your room and suite **PRIOR TO YOUR INSPECTION**. Anything left behind will either be thrown out or given away to a charitable organization and you will be charged for the removal of items left behind.
- Re-arrange all the furniture in your room and common areas of the suite to the original configuration (as you found it upon your arrival to Residence). If you do not rearrange the furniture to the original setting you will be charged.
- Failure to clean your room & suite will result in you and your suitemates being charged.
- On the date and time you reserved for your inspection, a Staff member will show up to inspect your room and suite (you must be present for this inspection). The Staff member scheduled to inspect your room and suite may refuse to do so if your room is not ready for inspection. **If you are not ready or miss your appointment a \$50 charge will be posted to your ACORN account.**
- The Staff member performing the inspection will thoroughly inspect the condition of your room, suite and all furnishings contained therein. Everything should be as you found it when you moved in, as you indicated on your Room & Suite Inventory forms, which are on file in the Residence Office Should you wish to review them prior to your departure. Anything left dirty, damaged, or missing will be recorded. You will be charged for the damage and/or loss of the item(s).
- You will be required to sign-off on the inventory inspection and you may request a copy of the inspection form.
- Do not expect suitemates who are leaving after you to clean the common areas of your suite. If you have not done your fair share of the cleaning by the time you have left, you may be charged.
- **Once your room and suite have been inspected, your bedroom and suite door will be closed and locked, you will have to surrender your key, and you will be expected to leave the secure areas of the building.**

Other Arrangements

- Mail Forwarding – Please note that due to Canada Post regulation, we are unable to forward your mail once you leave the Residence. All mail directed to you will be “Returned to Sender”. We urgently request that you notify all your current correspondents now of your new or permanent address. Your mail key must be left within the suite or you will be charge \$25/each for a replacement. Please remember to update your address on ROSI as well.
- Donation Drop Boxes will be set up in the lobby for your kind donation of food, clothing, or small household items, which we will gratefully donate to charity at the end of the season.
- Lost & Found items not claimed at the Front Desk will be placed in the charitable donation boxes.

Consequences of Not Having Your Room and Suite Inspected

One of the main reasons we conduct inspections is to know the condition of you suite at the time of your departure. For example, when you leave, if the bathrooms are clean, you will not be charged for

having them re-cleaned if your suite-mates mess them up after you move-out. Thus, it is in your best interest to have your suite inspected. If you move-out of the Residence without having your room and suite inspected, you face the following consequences:

- You may be charged for the actions of your suitemates (e.g. messing up a washroom, staining the carpet) which occur after you move-out. As stated above, unless we can clearly determine who is or is not responsible for a particular charge, we will divide the charge equally amongst all of the suitemates.
- Anything you leave behind will either be thrown out or given to a charity organization, and you will be charged for its removal.
- If you applied for re-admission in the Residence, your application will automatically be rejected. Also, we will not provide you with a housing reference.
- You will be charged a \$50 administrative fee for a missed inspection appointment, and keys not returned upon your departure will be subject to a \$25 Lost Key Charge.