

# MOVE-OUT FORM

**All residents must complete and return this form to the Front Desk by March 15, 2014**

**We hope you have enjoyed your time with us at the Canadore College Residence.**

To help us organize move-out, please complete the following form. We need to know from every student what they plan to do at the end of this semester. All you need to do is fill in the information below and **choose all that apply**. Please remember that the last day of the academic year is April 19, 2014.

## FILL OUT YOUR PERSONAL INFORMATION

Surname \_\_\_\_\_ First Name \_\_\_\_\_ Initial \_\_\_\_\_

Email \_\_\_\_\_

Student Number \_\_\_\_\_ Last Exam Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Expected Move-Out Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
MM DD YY MM DD YY

Suite & Bedroom Number \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
MM DD YY

☐ I agree that the above information is current and correct.

## CHOOSE ALL THAT APPLY

### OPTION 1 - SUMMER SEMESTER APPLICATION

☐ **I am applying for Residence during the Summer Semester (May to August)**

Thank you for choosing to stay with us here at the Canadore College Residence. Please note that this is not your official application, however, a staff member will contact you with further instructions on how to proceed with your Summer application.

### OPTION 2 - ACADEMIC YEAR APPLICATION

☐ **I am applying for Residence during the Academic Year (September to April)**

Thank you for choosing to return to the Canadore College Residence. Please note that this is not your official application, however, a staff member will contact you with further instructions on how to proceed with your Academic Year application.

Please select your preferred housing option for your return.

☐ **2-Bedroom Apartment Complex**

☐ **4-Bedroom Apartment Complex**

## OPTION 3 - MOVING OUT

☐ **I am departing Residence**

Please complete the deposit refund information below.

Review the Move-Out Checklist posters located around the Residence, and/or go online at **www.canadorerez.ca** to ensure you have completed all the necessary steps before you move-out.

\_\_\_\_\_ will be moving out of the Residence. Please return my deposit (less any outstanding fees) to the below address. **NOTE:** A \$25.00 administration fee will be levied for cheques that need to be reissued due to incorrect mailing information.

**Please do not give your Residence address**

Street Address \_\_\_\_\_ Apt/Unit \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Country \_\_\_\_\_ Postal Code \_\_\_\_\_