

# Winter 2023 Residence Move Out Guide

We want you to have a successful move out that is free of additional charges. Read this guide carefully to understand expectations and refer to it as you plan for your move out.

*Students staying for transition period and summer residence:* You still must read this guide and note the cleaning expectations and information that is pertinent to you as you move rooms.

## In this guide:

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## Planning for your move out

### Your assigned move out time

Your move out time is 24 hours after your last exam ends or April 28 by 12:00pm, whichever comes first. Students with approved extensions must move out by the approved time, which is no later than April 28 at 12:00pm. Failure to vacate on time will result in an improper checkout fee to your ACORN account of \$100.

### Arrange your storage needs

We do not offer storage on campus. Contact an off-campus storage provider. If you use Store Your Dorm, all items must be picked up by your move out time.

- [Store Your Dorm](#)
- [Find Storage Fast](#)

### Update your mailing address

Update your address on ACORN and with all other companies sending you mail (e.g. Amazon). We do not accept mail and parcels for students who have moved out. Items received after May 12 for residents who have moved out will be returned to sender.

- [Mail forwarding through Canada Post](#)
- [Renting a postal box at a local Canada Post outlet](#)

## Steps for a proper move out

### Obtain an express check out envelope

In advance of your move out time, obtain an express checkout envelope from the Residence Centre or your laundry room. Follow the instructions on the envelope.

### Submit your keys:

- **During office hours:** Submit to the Residence office in the Residence Centre
- **Nights and weekends:** Submit to the Residence office drop-box located to the left of the exterior front Residence Centre windows. There is a blue sign directing you to the drop box. Ensure that your envelope is all the way through the slot.

### Parking

You must obtain a residence move out parking slip from the Residence office to park a vehicle on campus for move out. The parking slip will provide you with two hours of free parking for the purpose of loading your vehicle. After two hours the vehicle must be moved to a pay and display lot.

At the parking gate of the lot closest to your residence, press the “help” button, and let the attendant know that you are moving out of residence. You will be permitted entry for the purpose of loading your vehicle.

The vehicle may be parked in Lot A, B, or C in South Residence, or Lot E in North Residence for up to 2 hours. This means that you should be packed and ready to load up a vehicle when it arrives.

Vehicles must be parked in a legitimate space at all times. You absolutely cannot park in front of the Foley Hall doors, drive down the townhouse pathways, or park in a driveway or emergency lane. Do not park in an accessible spot unless you have an accessible permit.

**April 28 only:** April 28 from 8:30am-12:00pm, you are not required to obtain a parking permit to move in/out of residence. However, you will be ticketed if you are parked in a driveway, an accessible spot without a permit, or fire route (for example, in front of the Foley Hall doors or down the townhouse pathways)

### Moving assistance

Moving carts will be available from the Residence Centre. Kindly return them after use.

## Cleaning expectations

Use the Move Out Checklist for cleaning expectations.

Available at: <https://www.utscc.utoronto.ca/residences/moving-out>

Make a shared cleaning plan with your housemates

Housemates have the shared responsibility to clean the entire unit. This includes cleaning all common spaces and removing all items and waste.

Student Housing & Residence Life has no way to know which housemate is responsible for cleaning which areas of the unit. Therefore, developing a plan well in advance of move out that is reflective of respective housemate move out dates is important.

If you need help developing your plan, seek support from your Residence Advisor well before moving out. If you have exhausted this option and are concerned about cleaning charges, keep documentation of your concerns that could be submitted as part of the appeal process. Examples of documentation are pictures, dates and times of house meetings, and your housemate move out cleaning plan. **All concerns must be documented to [Student Housing & Residence Life](#) well in advance of Move Out in order to appeal charges.**

If you are planning to leave residence temporarily during the exam period, communicate your plans with your housemates to ensure that it is understood that you will be returning to collect all your personal items and complete your share of the cleaning. Do not donate or throw out items left by housemates without their permission.

### Inspections and Charges

Beginning on April 28, Residence staff will inspect units for the following:

- **Cleanliness:** The entire unit is clean. See the [Move Out Check List](#) for expectations.
- **Garbage:** All garbage and debris have been removed from all areas.
- **Items left behind:** **All** personal items have been removed. Valuables are handled according to our Items Left Behind procedure. All other items will be donated or disposed of and charges will apply for removal.
- **Damages:** Using the Unit Condition Report you completed at move in, spaces are inspected to verify the current condition against the condition reported at move in.

### Charges

Charges are applied only when move out responsibilities are not met. Charges are processed by area (kitchen, living area, storage, bathrooms, bedrooms). Charges in common areas are divided equally by all housemates. Charges in bedrooms are charged to the individual only.

If applicable, move out charges will be communicated to via email by mid-May. Charges will be applied to ACORN by mid-June and are due by July 15.

### Charges summary

| Inspection item | Quantity/item | Minimum charge                          |
|-----------------|---------------|---|
| Cleaning        | Per area      | \$65 – Bedroom<br>\$150 – Shared spaces |
| Garbage         | Per area      | \$100                                   |

|                   |             |  |
|-------------------|-------------|--|
| Items left behind | 1-10 items  | \$50   |
|                   | 10-15 items | \$75   |
|                   | 16+ items   | \$100 or at the discretion of the Facilities Coordinator |

Contact the Residence Facilities Coordinator for inquiries about charges for damage:  
[clara.mitchell@utoronto.ca](mailto:clara.mitchell@utoronto.ca).

### Donations & Waste disposal

#### Donations

Items that a future student can use, such as kitchen items, house décor, and cleaning supplies will be collected for the UTSC FreeStore. Other items such as clothing and non-perishable food will be collected for community donation partners. Our goal is to keep as much waste out of the landfill as possible.

Donation boxes have been delivered to every unit should you wish to donate accepted items. Full details can be found on our [website](#).

#### Waste disposal

You must remove all garbage, recycling, and compost from your unit. For extra waste associated with moving out, there will be additional bins available.

| Garbage                                    | Recycling                      | Compost                        |
|--|--------------------------------|--------------------------------|
| Extra-large dumpster behind Foley Hall     | Rolling bins behind Foley Hall | Rolling bins behind Foley Hall |
| Extra-Large dumpster outside of Larch Hall |                                |                                |
| Extra-Large dumpster end of Dogwood Hall   |                                |                                |
| Extra-Large dumpster outside of Fir Hall   |                                |                                |

**Do not leave bags outside of the bins.**

**Townhouses:** The final curbside garbage collection for the semester is on April 27. All garbage must be curbside between 7:30am – 10:00am. Do not leave garbage in your unit's exterior garbage rooms. If you miss curbside pickup, you must walk the waste to the bins listed above.

**Foley Hall:** Do not put garbage on the floor of the garbage room. Place the garbage bag down the chute, or if the bag is too big, you must take the garbage down to the extra-large dumpster behind Foley Hall.

Extra garbage, recycling, and compost bags are always available in your laundry room.

### Questions and concerns

If you have any questions about the information in this guide, please contact Student Housing & Residence Life well in advance of moving out.

We wish you well on your final assignments and exams!

### Student Housing & Residence Life

#### UNIVERSITY OF TORONTO SCARBOROUGH

Student Residence Centre

1265 Military Trail, Toronto, Ontario M1C 1A4

Tel (416) 287-7365

[utsc.utoronto.ca](http://utsc.utoronto.ca)