

Winter 2024 Residence Move Out Guide

Read this guide carefully to understand expectations and have a successful move out that is free from additional charges.

In this guide:

1. Planning for your move out
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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 all the best on your final assignments and exams!

Student Housing & Residence Life

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1. Planning for your move out

Your assigned move out time

Your move out time is 24 hours after your last exam ends or April 27 by 12:00pm, whichever comes first. Students with approved extensions must move out by the approved time in the form they submitted on the StarRez Portal, which is no later than April 27 at 12:00pm.

Failure to leave on time will result in an improper checkout fee to your ACORN account of \$100.

Plan your travel accordingly. Extensions past April 27 at 12:00pm are not possible.

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

We do not accept mail and parcels for students who have moved out. Items received after May 17 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](#)

2. Complete your suitemate cleaning plan

Shared cleaning responsibility

Residents have a **shared responsibility** to return their unit in a condition that would be considered move-in ready for new occupants. This includes removing all items and waste from the unit and thoroughly cleaning all spaces. Residents are individually responsible for preparing their own bedrooms for move out. Specific cleaning expectations are outlined in the Move Out Check List.

All suites are required to submit a Move Out Check List to Student Housing & Residence Life. This will report who is responsible for completing each task in your unit before you move out. When specific shared space tasks are not completed, it will inform our team which suitemate should be charged. For example, if you live in Joan Foley Hall and resident A is in charge of cleaning the bathrooms and resident B is in charge of cleaning the kitchen but they do not clean the kitchen, then resident B will be charged for not completing their task.

If no form is submitted by the deadline and the unit is not returned to SHRL in move-in ready condition, the entire suite will be charged for cleaning in all shared spaces of concern. If you need help developing your shared move out plan, seek support from your Residence Advisor before April 8.

Submitting your suitemate cleaning plan by April 8

- Download a move out check list from our [Moving Out webpage](#).
- Together as a suite, add names in the fillable fields beside each task to assign individual responsibilities.
- Ensure that all suitemates receive a copy of the form you completed together.
- Name the file with your suite or unit number. For example, "Suite RE-203_RE-204" or "FH-101" or "Fir 1"
- Only one housemate must submit the check list on behalf of your suite via the Quercus module (UTSC Mandatory Pre-Move-In Module). There is an assignment drop box for each hall.
- The submission deadline on Quercus in the assignment drop box is **April 8 by 11:59pm**.

3. Inspections and Charges

Inspections

After move out, 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.

Charges

Cleaning charges are applied only when move out responsibilities are not met. Charges are processed by area: kitchen, living area, storage, bathroom, bedrooms. Charges in common areas are applied according to the suite's submitted Move Out Check List, or, to all suitemates in the event no form was submitted. Charges in bedrooms are charged to the individual(s) only.

Charges for damages will be assessed on a per item/case basis. Damage in shared spaces will be split between residents.

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

Charges summary

Charge Level	Charge	Description
No charge	\$0	No items or garbage is left behind. The unit has been thoroughly cleaned and is in a "move in ready" condition
Level 1	\$25 per person, per area	Minimum charge (1-10) if any items or waste are left in any common areas and/or individual bedroom, or there is a substantial amount of debris. Some effort has been made to clear the unit.
Level 2	\$50 per person, per area	Multiple items (10-20) or waste are left in one or more common areas and/or individual bedrooms. Minimal effort has been made to clear the unit.
Level 3	\$100 per person minimum, per area	Substantial items (20+) or waste are left in one or more common areas and/or individual bedrooms. No effort has been made to clear the unit.

4. Donations & Waste disposal

Donations

Items that a future student can use, such as kitchen items, 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. Full donation instructions can be found on our [Moving Out webpage](#).

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

Harmony Commons: Bring all garbage and recycling to garbage rooms on each floor. All garbage must be bagged and tied. All recycling must be broken down and boxes flattened. If your garbage room is full, please contact the front desk.

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 room. If you miss the pickup, you must walk the waste to a dumpster in your area.

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 dumpster behind Foley Hall.

5. Move out day

Parking

Moving out between April 12-26

Joan Foley Hall and townhouses: Obtain a “Moving out of residence” parking slip from the Residence Centre office before your move out time. The parking slip permits you two hours of free parking. After two hours, vehicles must be moved to a pay and display lot. At the parking gate 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 to load up your vehicle.

Harmony Commons: Enter Parking Lot G by taking a ticket at the entrance gate. Bring that ticket to the front desk at Harmony Commons and exchange it for a “free exit ticket.” To leave the parking lot, insert the “free exit ticket” into the yellow slot in the exit gate.

Moving out on April 27 only

All residents: On April 27, you are not required to obtain a “Moving out of residence” parking slip. Gates to the parking lots will be up. Vehicles may be parked in Lot A, B, or C in South Residence, Lot E in North Residence, or Lot G near Harmony Commons for up to two hours. 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 or Harmony Commons doors, drive down the townhouse pathways, or park in a driveway or emergency lane. Do not park in an accessible spot unless you have a permit.

Moving carts

Moving carts are available for 20-minute sign out from your residence services desk.

Final step: Submit your keys

When you have finished your cleaning and removed all your belongings from your unit, obtain an express check out envelope from your laundry room, your service desk or Harmony Commons common lounge. Follow the instructions on the envelope and submit your keys. It is very important to lock your bedroom door and return all your keys. You will be charged for any keys not submitted.

Key submission locations

	During office hours	Outside office hours
<i>Joan Foley Hall & Townhouses</i>	Residence Centre office	Residence Centre 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.
<i>Harmony Commons</i>	Harmony Commons front desk	Harmony Commons drop-box Located on the wall next to the front desk, near the East entrance.