

MOVE-OUT-RELATED COST RECOVERY & FINES

OVERVIEW

If you are the average resident, none of this will pertain to you. But if you cause significant, willful, or negligent damage to your room or its furnishings, or create extra work for Residence Life by leaving behind garbage or furniture, we will post cost-recovery charges to your student account.

These charges are based on the actual costs that we pay cleaners, furniture suppliers, Coinamatic, tradespeople, or other businesses to replace, repair, or clean damaged or missing items.

At the time of your scheduled move out, a room assessment will be done with you by an RA or other staff member. You will witness the inspection with your signature and we will later compare the move-out inspection with the one that was done before you moved in.

If you miss your move-out appointment by either not being prepared or present, there will be a fine of **\$100 – No exceptions**. Move out is a busy time for all residents and staff and we cannot wait for you as you finish cleaning or packing.

If you miss your appointment you will have to rebook a new time, which will be subject to time-slot availability.

POTENTIAL COST-RECOVERY CHARGES

We are not looking to charge you for normal wear and tear to your room or furnishings. What we do want is to avoid negligent and willful damage.

Room repairs

Do not leave tape or decal marks on walls, doors, windows or ceilings. This kind of debris is willful damage and if there is enough of it, whole walls will need patched and repainted. This kind of repair costs **\$200** per wall. The same goes for dirt, ink, or any other marks un-removable marks left on your surfaces.

Repair costs for sizable holes or gouges in your walls or door will be estimated by the Concordia Facilities Management and charged accordingly. Large holes will cost you at least **\$100** for materials and labour.

Window screens cost **\$50** to repair and **\$200** to replace if missing.

Cleaning

Please return your room to the same condition as it was when you moved-in. Clean everything. If you have a room with a private bathroom, clean it well enough that the next person could use it in a sanitary way. If you do not clean your room to a standard where a normal room cleaning cannot restore it to a usable state, we will charge you **\$125** for deep cleaning.

Fridge

You must clean and defrost your fridge. We will charge you **\$25** if we have to do it for you.

Furnishings

Damaged or missing furniture (including big scratches, burn marks, dents, gouges, etc.) will be charged according to the invoice for replacement or restoration from our furniture suppliers. This can get expensive depending on the item, so be kind to your room.

Before you leave, please return your furniture to its original position. If we have to rearrange the furniture after you move-out, you will be charged the labour cost of **\$75**.

Garbage or furniture left behind

If you leave stuff behind like garbage bags, furniture you bought at IKEA, or any other large items, you will be charged a removal charge **\$75**. If you brought it, please take it with you.

Keys

Each key that you do not return to us will cost **\$20**. If you have lost your room key more than once during the year, we need to change the lock itself; that will cost an additional **\$80**.

Laundry

If you do not return your laundry card, it will cost you **\$10**. If you need a refund for money still left on your card, you must request this directly from Coinamatic *before* you move out. You will find their phone number on the back of the card.

Mailing address

Please forward your mailing address with [Canada Post](#) before you leave residence. Our mail room is busy enough without the additional time it takes us to sort through all the mail that arrives for residents who left long ago. If we receive mail or courier items for you within 1 year of your move-out, we will charge you **\$50** for the associated labour costs.

REMEMBER

All of the above charges are easily avoidable. If you follow the instructions and are ready for your appointment, you will be sure to have a smooth move-out and a charge-free start to your summer.