



## Family Residence Move-Out Confirmation

If vacating prior to the end-date on tenant agreement, a minimum 30 days' notice is required.

Ensure all keys are returned to the Housing office:

### Riedel Townhouse

Unit Keys	
Parking Tag/s	
Mail Key	
02 FOBs for gate	

### Penhorwood Townhouse

Unit Keys	
Parking Tag/s	
Mail Key	

Ensure you remove all your belongings and lock the front door behind you.

I hereby give notice that I, the 'Tenant' will be vacating \_\_\_\_\_ at \_\_\_\_\_ at \_\_\_\_\_ on \_\_\_\_\_.

(Location) (Date)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### FORWARDING ADDRESS FOR SECURITY DEPOSIT

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**N.B.:** If no forwarding address is given upon move out, damage deposit refund cheques will be forwarded to the Finance Office.

### PLEASE CHECK ONE BOX

YES - I would like to be present for my out-clearance inspection.  
 I am available between \_\_\_\_\_ and \_\_\_\_\_.  
 \*Please Note: Inspections can only be scheduled between 9:00 am - 3:00 pm, Monday - Friday.  
 Contact the Housing Office to arrange a time: (780) 791-4928.

NO - I do not wish to be present for my out-clearance inspection.

I understand that even if I am not present for my move-out inspection any damages or cleaning required to my unit after I move out will be deducted from my damage deposit.

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Month/Day/Year

The personal information requested on this form is used to gain your consent to release and/or obtain your personal information under the authority of the *Colleges Act of Alberta*, which mandates the provision of programs and services by public colleges, as well as under the authority of sections 33(a) of the *Alberta Freedom of Information and Protection of Privacy Act (FOIP)*. This personal information is protected by the provisions of FOIP Act. If you have any questions about the collection of this information, contact the FOIP Coordinator, 8115 Franklin Avenue, Fort McMurray, AB T9H 2H7 or by phone at 780-791-4853.