

Vacating the Halls of Residence

Dear students,

You must fill the attached document **Termination of the Accommodation at Jan Opletal Halls of Residence by the 15th day of the month in which you plan to terminate** your accommodation.

Filled form hand over at the reception of the dormitory (non stop) or at the accommodation office (during working hours).

When moving out you must show to a cleaning lady – find her somewhere in the building 😊 (from 8 am to 10 am) your tidy room or your own place, she will confirm you then **Check out ticket:**

- tidy room with furniture moved back to its original location,
- empty and clean wardrobe, bed, desk, etc.,
- mop floor in the room (even behind your bed and desk),
- defrost and clean fridge (**defrosting must be started the day before**) – in case that you are the last person in the room,
- empty and wash kitchen cabinet,
- you will also return the bed linen and key at the reception.

You vacate the room in person, during working days (Monday-Friday) 8-10 a.m.

If you need to vacate during weekend, you have to clean your room on Friday and make confirmation of cleaning with cleaning lady on Friday too!

THE DEPOSIT IS NOT POSSIBLE TO USE AS A LAST PAYMENT OF THE ACCOMMODATION!!!

The deposit we refund to announced bank account in the document „Termination...“ or in cash (upon the previous request).

The deposit to the bank Account is refunded in the middle of the NEXT month after your leaving of the dormitory.