

APPENDIX B- Memorial Leased Housing Unit Departure Checklist

1. Please depart from the unit no later than 12:00 noon on your departure date. If there are concerns regarding departure time, please email the Distributed APA in your region in advance to discuss alternate arrangements.
2. Return all door keys to the assigned drop-off location.
3. Before leaving the unit, please complete the following:
 - ☐ Turn off all lights, fans, television, radios, etc.
 - ☐ Make sure all water taps are turned off.
 - ☐ Lower thermostats to 18 degrees Celsius or 65 degrees Fahrenheit (if unit is vacant).
 - ☐ Remove all items from the fridge.
 - ☐ Ensure all toiletries are clean and put away.
 - ☐ Lock all doors and windows. Close the blinds.
 - ☐ Remove all personal items, including study materials.
 - ☐ Remove all garbage and recyclables from the unit.
 - ☐ Remove linens (bedsheets and towels) and place them in the laundry

Please complete the Housing Feedback Survey on One45. We appreciate your feedback and suggestions.