



## Guidelines for Move-out

1. Students must make reservation with the office at least 3 working days before moving out and it is on a first-come, first-served basis.
2. Students must move-out and return key card within the appointed move-out hours (Mondays-Fridays 09:30-12:30; 14:30-17:00, except public holidays).
3. The entire move-out procedure includes:
  - a. Make reservation with college general office.
  - b. Students pack all personal belongings (include those in the pantry & drying room), clean up their room and restore the room back to its original condition before the reservation time.
  - c. Students arrive at the general office by their reservation time and fill in the “Move-out form”.
  - d. College staff check the room condition together with the student.
  - e. Student sign on the move-out column in the “Equipment check list”.
  - f. Return room key card and any other UM properties.
  - g. Store the packed luggage at the designated common room if needed.



4. All personal belongings and garbage in room and common areas should be removed before moving out.
5. A cleaning fee plus garbage removal fee may be imposed if the room is found unclean or unable to be restored back to its original condition.
6. If any damaged/lost item is found, student shall bear the fine for the damaged or lost item.
7. Students must leave the room after the entire move-out procedure is completed.
8. All unclaimed items in rooms and common areas shall be discarded. RC bears no responsibility for any lost.
9. If needed, students can authorize another student to perform the move-out procedure by completing the relevant authorization form & “Roommate Consent Form”. The student’s roommate must be informed that there will be another student and College staff or representative entering the room to check the room condition.