



## Leavers Checklist

First name ..... Last name .....

Room No ..... Building .....

Personal email address (not LMH) .....

<input checked="" type="checkbox"/>	<b>In advance of Check Out Day:</b> <i>Check the boxes when you have completed these steps.</i>
	Returned all library books to College and University libraries.
	Reported any faults with your room. Rooms will be inspected after check-out and charges incurred for any damage.
	Entered your forwarding email address online. You will have access to your Oxford email account for one month after your card expires and email forwarding for an additional two months.
	Set up a postal re-direct and/or changed my postal address with banks, amazon etc.
	Settled any outstanding payments on your battels account and left your bank details for any credits to be refunded.
	Closed your UPAY account.
<input checked="" type="checkbox"/>	<b>On Check Out Day:</b>
	Disposed of your Waste items.
	Settled your Battels.
	Left your Room Tidy.
	Removed all personal belongings from my room, communal facilities and College storage areas (including bike racks).
	Returned your Fob and Key.
	Left a forwarding email address (above).