



Heather Wood, B.Ed.
Associate Dean of Students
hwood@horizon.edu

1303 Jackson Ave
Saskatoon, SK S7H 2M9
Phone (306) 374-6655 ext. 227
Fax (306) 373-6968

Please print this form, fill it out and make an appointment with Heather Wood to discuss the Move Out Process

Room #: _____

Name (Please Print): _____

Date: _____

Reason for Move Out: _____

Date of Move Out: _____

This is my 30 day notice that I am terminating my renter's agreement with Horizon College and Seminary. I will abide by the rules listed in the Resident Guidelines, which are also stated below.

Signature: _____

Date: _____

Move Out/Termination of residency

Notice to terminate residency must be given, in writing, no later than the last day of the month to be effective the last day of the following month. Occupancy for any part of a month is charged the full month's rent.

You must book a move-out inspection with the Associate Dean of Students or your Resident Assistant.

Your deposit, or a portion of, will be retained for any damage, missing keys, extra cleaning, and/or outstanding account balance. The deposit will be refunded, if applicable, within 10 business days.

Your room key must be returned during move out. If lost, there is a \$25 charge for replacement.

Upon move out, residents are expected to leave their forwarding address and a \$30 mail forwarding fee with the office to cover mail forwarding for three (3) months; otherwise mail arriving at the college in your name will be returned to sender.