

## CHECK-OUT-INFORMATION

In order to simplify the procedure of moving-out of our student residences, we would ask you to fix an appointment for the room check with the WIST office either by phone (+43 50890 8080) or mail ( [kapferer@wist.at](mailto:kapferer@wist.at) ) **at least 4 working days before the date of the room check**. In case you fix the checkout by mail, please make sure to include the following information: full name, house, room nr., room check and departure date and time, banking coordinates for deposit, internet use. **Please note:** the room has to be emptied after the check on the same day. It is not possible to do the check several days before you leave!

Timetable for room checks:

**Monday-Thursday:** 8 to 10am, 1 to 3pm  
**Friday:** 8 to 10am

▶ ▶ ▶ ▶ **Please consider the following points with regard to your moving-out:** ◀ ◀ ◀ ◀

- 🕒 **Give the post office** the order to have the post send to your new address, **don't forget to deregister at Rathaus!**
- 🕒 **eventual repairs** have to be written into the repair book
- 🕒 **clear out everything** and remove stickers, pins and nails
- 🕒 **common kitchens** are to be left in a clean condition, **kitchen cupboards and refrigerator shelves** are to be cleared of everything and cleaned.

### 🕒 Checklist for the cleaning of room and bathroom:

- Put all the furniture and beds at their original position
- Vacuum the floor also behind the beds
- Wipe off the furniture and doors on the in- and outside with a wet cloth
- Wash the windows (also window frame and window sill)
- Clean the mirrors in the room and in the bathroom
- Empty the waste paper basket and wash it. Throw away all waste from the room, but **NOT** into the waste bins of the common kitchens, you must bring it to the waste bins outside!!
- Put up the original draperies and stores
- Rooms with kitchenette: clean stove, turn off, defrost and clean fridge (please leave door open after defrosting!)
- Cleaning of bathroom: the shower and the shower walls are to be cleaned with a decalcifying agent, clean the armatures, the sink, shower tub, toilet (toilet seat and drain) and tiles respectively the tiles joints, wipe the floor

🕒 The returning of the room has to be carried through personally, we will check also if the kitchen cabinets/refrigerator shelves have been emptied and cleaned. All keys have to be returned together. The checking of the rooms by WIST-personnel can only be carried through **once** due to time reasons. There will be no **room check on trial**. An eventually necessary cleaning of the room will be at the expense of the respective hostel resident and will be deducted from the deposit.

### 🕒 Repayment of deposit:

The deposit (minus the money for the internet access and € 40,- handling fee) will be credited within 6 weeks after the end of the contract to the account where the rent has been taken from. In case you are closing your account in Austria, please provide all necessary information for a transfer (BIC, IBAN, name of account holder) by mail. For **residents outside Europe** we may provide a **pay check** (you can collect then the money in cash from BAWAG Innsbruck), however you have to inform us **one week before your departure** so that we can prepare the necessary papers. Please note that we can only hand over the pay check after you have cleared the room and returned all keys!

🕒 **Please note:** Students, who paid the deposit initially at ÖAD must be aware that only € 540,- have been transferred to WIST. The remaining balance has to be picked up personally at the ÖAD office before you leave.

We hope you had a pleasant stay in our student residences and wish you successful studies in the future.

Kind regards  
WIST Innsbruck