

# Check-Out Guidelines

## Book in Advance:

Secure your checkout slot as early as possible since slots are limited. Check-out inspections apply to all residents, whether you are coming back to MySpace next year or not. Inspections are done during our office hours. Login to your Student Portal and select Move-Out Date to book your Check-Out.

Please plan your flights and travel arrangements to ensure you can check in **during our office hours.**

**Monday to Friday: 08:00 to 17:00**

## Mandatory Joint Inspections:

As stated in the lease agreement, joint inspections are mandatory. In cases of unit abandonment, residents are still liable for any damages until the lease concludes. MySpace will then conduct a vacant inspection.

## No Storage Facilities:

MySpace does not provide storage facilities. If you plan to stay on, please arrange for alternative storage solutions for your belongings.

## Empty the Room:

Ensure the room is completely devoid of furnishings and personal items during your checkout. MySpace cannot conduct inspections in furnished rooms, and this will result in the forfeiture of your slot, requiring a new booking.

## Prepare Essential Items:

Have the following items ready at hand during check-out to avoid replacement costs:

- Keys if applicable (being the Front door key, Balcony key, Bedroom key & other keys).

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- Remote (if applicable)
- MySpace Card (if applicable)
- MySpace Bicycle room card (if applicable)

## Access Post-Checkout:

After Check-out, you will no longer have access to the unit and the building.

*We extend our gratitude to those who stayed with MySpace and wish those departing safe journeys.*