

VAN ORLEY INTERNATIONAL STUDENT HOUSE

DEPARTURE GUIDE

Dear Student,

Your stay in Van Orley is soon coming to an end. We truly hope it has been an amazing experience in Brussels so far. This guide will show you how to properly leave your room. We advise you to use this as a checklist.

1. CLEANING & CLEARING

Shortly after your departure new students will arrive. We would like to welcome them in a tidy room.

- Thoroughly clean the room. Please pay specific attention to:
 - the bathroom : remove hairs from the drain and drawers. Empty the bin.
 - the fridges : empty it, clean it, defrost it and leave it plugged in.
 - the space underneath your bed or mattress.
- Don't leave any personal items behind and take out your own trash.
Tip! Check out the Students Swap Stuff boxes on the 2nd floor. You can give away useful stuff to incoming students by leaving it in the appropriate boxes.
- The items provided by Brik should be clean, intact and left in the room.
 - Clean the tableware and box and make sure it is complete.
 - Leave the bedlinen on the desk (pillowcase, duvet, duvet cover and bed sheet)
If you're not sure if you have left the room in a good condition, you can make an appoint with the Brik office for a check.

2. OUTBOUND INVENTORY REPORT

- Draft an outbound inventory of the room. You can find a digital version on brik.be/en/van-orley/faq/. Or simply take on in the hallway, sign it, date it and turn it in at the Brik office (or mailbox).

3. LEAVING THE ROOM

- Inform Brik & Anouar about your departure time.
- Hand over the keys (and inventory report if not online) in person. Don't just leave them in your room.
Covid update: Social distancing. Please slide your key under Anouar's door – room 33326
- You should leave the room by noon (12:00) on the last day of your contract.

4. REPORT DEPARTURE AT THE CITY POPULATION SERVICES

If you applied for a residence permit at the city hall, you have deregister from the register of foreign nationals. You can download form on brik.be/en/van-orley/faq/ (Dutch, but with English annotations) and send it to bevolkingbrussel@brucity.be. Normally you should receive a 'Certificate of Discharge'.

5. FINAL INSPECTION BY BRIK

A final inspection will be performed by Brik once you have moved out. This will be photo documented. In the unfortunate case we have to send our cleaning staff, costs can be withheld from your deposit.

- No or poor cleaning: **50 EUR**
- Items left behind: up to **100 EUR** (or more if it concerns large objects)
- If repainting needed: **250 EUR**
- Damages, other than normal usage: the actual repair cost

The deposit will be refunded at the latest 2 months after the end date of your contract.
Have a safe trip home!