

# Checking Out

## Accommodation:

**Date for checkout: xxxx-xx-xx 09:00 AM**

## Personal details:

Name:

Email address/phone number:

Booking-ID:

## Thank you for staying with us!

We hope you had a nice stay in your accommodation. Please read the information below thoroughly and follow the procedures for checkout.

## Returning the key

All keys and keycards must be returned by 09:00 AM on the last day of your tenancy agreement at the latest. You can return them to our service centers during opening hours, or, if the last day of your tenancy is in the weekend or in the holidays, please use our drop off points listed at ssn.no. All keys delivered in our drop off points must be placed in a clearly marked envelope with your name on it.

## Moving out/cleaning

Before departure, please register any damages/errors/missing items in your accommodation. Log on to «My page» at <https://www.ssn.no/my-page/> to register. Pack and remove all personal belongings from your room, kitchen and all common areas. Double-check closets and every corner carefully. Make sure that all pieces of furniture are in your room and assembled.

**Bathroom:** Remove all personal belongings, also empty soap dispensers etc.

**Kitchen/common areas:** Remove trash, empty the fridge and freezer. Defrost your freezer. Remember to clear terrace/balcony/storage room. Please vacuum bed/mattress and behind all furniture.

Shower curtain needs to be machine washed on 40 degrees.

Mattress protection, mattress covers etc. need to be machine washed at 60 degrees.

If you do not follow all checkout routines listed above, it may result in charges at your account. You are expected to leave the unit tidy and roughly cleaned for new residents. After your check out, your accommodation will be cleaned by a cleaning agency.

SSN will register the electricity in all accommodations where this is not included in the rent. Please note that you are responsible for your current subscription until your tenancy ends, even if your move out earlier.

If you have any questions regarding the checkout process, you are welcome to contact us at [post@ssn.no](mailto:post@ssn.no).

With best regard  
Student Welfare Organization in Southeast-Norway  
Housing Department  
Phone: +47 31 00 90 00  
Email: [booking@ssn.no](mailto:booking@ssn.no)