



June 3, 2022

## **SEMESTER END NOTIFICATION** **PROCEDURE FOR MOVING OUT**

Dear all,

As the semester end is approaching, we would like to notify users of the moving-out procedure. Basically, you need to return us the keys so that the next person can use.

**Subject** to those who graduate this semester (before September 2022)

Please follow the steps below:

①. **Notify us by email:** [econ.inseikai.tohoku@gmail.com](mailto:econ.inseikai.tohoku@gmail.com)

including the following information:

- a. Your name, your lab and seat number
- b. Whether you STAY or LEAVE
- c. The date you leave

Send us the email anytime (at least 2 weeks before you go)

②. You need to complete/check the following:

- a.  **Check:** you have enough **keys** (nothing missing)
- b.  **Clean:** your desk and surrounding area (if there are stains, damage, tell us)
- c.  Take all your **personal belongings** (if you have big trash that needs removal, tell us)

③. Upon receiving your notification email, we will contact you and set up an appointment for you to return the keys and complete the move-out procedure

It's a **simple procedure**, we hope you will follow suit. We also prepare small gifts/souvenirs for those who leave, so your corporation is deeply appreciated.

If you are Master, proceeding to PhD, and want to extend the seat usage, you need to extend your membership. Do only Step 1 above and skip step 2.

### **Attention**

- You can only receive back the deposit when you return the keys
- Please clean your desk and leave no belongings. We may charge you for additional cleaning fees.
- If you leave without notification, we may have to inform your professor.

**inseikai**