



Movement Checklist Form

Student Number:	
Student Name and Surname:	
I am unhappy about.... ☹️	
1. Did you report in writing to the building manager (Not House Committee)?	
2. Did you allow time for the matter to be resolved?	
3. Did you follow – up with the building manager?	
Still, nothing helps ☹️	
1. Did you escalate the matter with the POSA offices?	
2. Did you give 1 calendar month’s written notice? Please specify notice month.	
3. Are you up to date with your rental. (This includes the notice month’s rental)	
4. If your answer is yes on all the above. Have your landlord sign this checklist and then you sign this checklist. Then email this signed document to posafunds@uj.ac.za . please copy in your old landlord and the new landlord otherwise... it’s not valid	
5. Find a new accredited accommodation and ensure that you upload their lease and invoice on your ULink. Please note that this function will be unlocked through following the POSA process.	
Student Signature:	Date:
Current Accommodation Name:	
Landlord / Designated Manager: (Please print name & surname)	
Landlord / designated Manager Signature:	Date
Accommodation I’m moving to:	

NB: POSA will process valid unlocking’s in specific periods in each month.