

## Moving Out: FAQs

### *When do I need to move out?*

If you have not renewed your apartment contract, you must move out by **noon** on the last day of your lease: for most occupants, this is June 30, 2007.

Occupants who are graduating in May 2007 may request that their lease be shortened to end on May 31, 2007. If you are graduating and interested in this option, you must submit a request to the Graduate Apartment Office, along with proof of your impending graduation, by May 1. Please contact the office at 432-8270 with any questions. Graduating occupants whose requests for shortened leases are approved must move out by **noon** on May 31, 2007.

Late vacancies without prior approval will be subject to an administrative fee.

### *What do I need to do in order to get ready to move out?*

In the days and weeks leading up to your move-out date, you should:

- **Important:** Make an appointment with the Graduate Apartment Office at 432-8270 to schedule a pre-inspection appointment. This will allow you to properly clean and correct any problems to avoid charges against your security deposit refund. Please schedule this appointment well in advance as housing representatives are very busy during summer months.
- Arrange for all utility services that you set up to stop on the last day of your lease.
- Register your change of address with the U.S. Postal Service (closest branch: 206 Elm St.) and with the Graduate Apartment office to direct any deposit refund or any other correspondence. Once you have vacated your apartment, it is no longer permissible to receive mail at that address.
- Remove all furniture (not provided by the university) and personal belongings to be removed from your apartment and storage area.
- Remove all trash and garbage from apartment and storage area.
- Clean your apartment thoroughly.
  - Clean your stove (also under burners) and oven, removing all grease/oil build-up.
  - Clean all countertops and cabinets (inside and out) thoroughly with an all-purpose cleaner.
  - Dust mini-blinds.
  - Close and lock all windows.
  - Remove all temporary fixtures, such as shelf lining, picture hooks, etc.
  - Sweep or vacuum all floors; wash tile/linoleum floors.
  - Make sure walls, ceilings, and trim are free of dust and dirt.
  - Spackle all nail holes in walls.
  - If you have painted any wall(s) in a color other than the original color, you must repaint them to return them to their original color.
- Failure to properly maintain the apartment and/or prepare it for move-out will result in deductions from the security deposit. The following is a guideline for deductions. Depending on the issue, the cost may vary.
  - Excessive cleaning: charged according to material cost and hourly rates
  - Refrigerator (cleaned & defrosted): \$30
  - Stove (burners & exterior): \$20
  - Oven (interior): \$20
  - Bathroom: \$35
  - Kitchen cabinets: \$10
  - Trash Removal (per room): 410
  - Furniture removal (per item): \$30
  - Floors (per room): \$20
  - Mini-blinds (per window): \$10
  - Walls, ceiling, and trim (per room): \$30
  - Carpeting (per room): \$50
  - Smoke detectors: \$10-\$44

- Damage repairs: actual cost to replace the item
- Maintenance repairs above normal wear and tear to the apartment will be assessed additional charges.

### ***What do I need to do in order to check out of my apartment?***

In order to check out of your apartment, you must:

- Complete all items on the above checklist.
- Schedule and complete a final inspection with the Graduate Apartment Office. All belongings must be removed and the apartment must be thoroughly cleaned at the time of the final inspection.
- Return your keys to the Graduate Apartment Office representatives during your final inspection.

### ***When will my security deposit be returned to me?***

- After you have returned your keys and your apartment has been inspected, the Graduate Apartment Office will forward the refund information to Student Financial Services. Refunds take approximately 4-6 weeks to process. You will be notified by email when the paperwork has been processed. Please email [refund@yale.edu](mailto:refund@yale.edu) to have a check sent to you. Be sure to provide your name, social security number, and forwarding address.
- Failure to properly maintain the apartment and/or prepare it for move-out will result in deductions from the security deposit. Any other monies owed to the University will be deducted by the Bursar's Office to satisfy those charges.