

# Vacating Your Apartment

- All apartments must be vacated by 12:00 Noon on the contract expiration date.
- Vacating envelopes including forwarding address and all keys should be deposited in the drop box located at your building. Lock boxes for Mansfield, Whitehall & Esplanade are located outside the community rooms. The Sterling Quadrangle is located inside Bellamy Hall.
- There will be a \$250 penalty per day for late departures.
- All apartments are inspected ONCE and all decisions are FINAL, without exception.

## The following checklist has been prepared as a guide for your convenience:

- ✓ **Remove all personal furnishings/belongings from apartment, hallways, and basement storage**
- ✓ **Remove all trash and garbage.**
- ✓ **Clean the refrigerator, unplug and prop the doors open.**
- ✓ **Clean stove top (under burners) and the oven, removing all grease and oil accumulation.**
- ✓ **Kitchen and bathroom countertops must be cleaned.**
- ✓ **Blinds must be dusted.**
- ✓ **Windows must be washed, closed and locked. All screens should be installed in windows.**
- ✓ **Temporary fixtures i.e. shelves, wallpaper, pictures, etc. must be removed.**
- ✓ **All floors swept, vacuumed and wet mopped.**
- ✓ **Walls, trim and ceilings must be free of dust, dirt and cobwebs.**

→ **Wash** all walls, doors, baseboards, window sills, and doorframes with an all purpose cleaner.

→ **Refrigerator** – Clean inside, behind, and underneath as well as all shelves and drawers.

→ **Stove/Oven** – Clean the exterior and interior of stove and oven.

→ **Sink/Fixtures** – Clean inside and all fixtures on the sink, an abrasive cleaner is best.

→ **Countertops/Cabinets** – Do not use an abrasive cleaner on countertops. Use an all purpose cleaner on all counters and shelves inside the cabinets.

→ **Storage Closets/Basement Storage** – Remember to remove everything from inside closets, wipe down the walls and shelves, and vacuum the floor.

→ **Floor** – Please DO NOT use an abrasive cleaner on the floors. Be sure to get behind the refrigerator and stove and along the baseboards.

→ **Hardwood** – Sweep the floor first with a broom and then wet mop, repeat this process if necessary.

→ **Carpets** – Pick up all large objects from the floor before using the vacuum to ensure it does not clog or jam.

→ **Windows** – Wash all glass, sills, and blinds; use a wet rag on the blinds, all purpose cleaner on the sills, and glass cleaner on the glass. Please DO NOT remove the screens.

→ **Bathtub/Shower** – To remove soap scum use a strong cleaner like Lime Away or CLR. Please be sure to wash all fixtures and walls inside the shower.

## Cleaning Charges

(Minimum charges shown. Charges may be adjusted based on severity. Excessive cleaning costs are based on material cost and hourly rates).

Refrigerator	\$35.
Stove (exterior)	\$25.
Oven (interior)	\$35.
Bathroom	\$40.
Kitchen Cabinets	\$25.
Trash removal	\$25. Per room
Furniture removal	\$30. Per item
Floors	\$50. Per room
Window blinds	\$15. Per window
Walls, ceilings & trim	\$30 Per room
Carpeting	\$50. Per room

## Damage Repairs

(Repairs and/or replacements may delay the security deposit refund until final costs have been determined).

Holes in walls/ceiling.....	\$20. And up
Screens or windows.....	(actual cost)
Shades or blinds.....	(actual cost)
Cause for replacement of: Appliances, carpets, Fixtures, etc.....	(actual cost)
Smoke/C.O. detectors.....	\$50

## Other Fees

Late Departure	\$250 per day
Failure to return Mailbox key	\$100
Abandoned vehicles	\$100

**\*Maintenance repairs above the normal wear and tear to the apartment will be assessed additional charges.**

**Utilities:** Disconnect any electric, gas, telephone or cable service to which you subscribe.

**Change of Address:** Should be requested at [www.usps.com/umove](http://www.usps.com/umove) 10 days prior to vacating.

**Keys:** Vacating envelopes including all keys and forwarding address must be deposited in the Graduate Apartments drop box located at your complex. If you need to make other arrangements, please call 203-432-8270.

All apartments are inspected ONCE and all decisions are FINAL, without exception.

Security deposits will be credited to your SFAS account within 2-4 weeks after vacating. You will be notified by email when the credit has been applied.

## Utility Numbers

AT&T  
1-800-453-7638  
[www.att.com](http://www.att.com)

United Illuminating (UI)  
1-800-722-5584  
[www.uinet.com](http://www.uinet.com)

Southern Connecticut Gas  
1-800-659-8299  
[www.soconngas.com](http://www.soconngas.com)

Comcast Cablevision  
1-800-266-2278  
[www.comcast.com](http://www.comcast.com)

Verizon  
1-877-483-5898  
[www.verizon.com](http://www.verizon.com)

# Apartment Vacating Instructions

2013-2014



## Yale Graduate Housing

Contact us at  
420 Temple Street, New Haven, CT 06510  
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[grad.housing@yale.edu](mailto:grad.housing@yale.edu)