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. And at the Sterling Quadrangle located inside Bellamy Hall.
- There will be a $250 penalty per day for late departures.
- All apartments are inspected ONLY 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 door 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.
- Walls returned to original states i.e., patch possible holes and/or return to original color.

General cleaning procedures

- **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.
- **Sink/Vanity** - Be sure to wipe the sink down with a strong cleaner, as well wipe the insides of the vanity and medicine cabinets with an all purpose cleaner.
- **Mirror** - Use a glass cleaner to clean the glass and an all purpose cleaner for the frame.
- **Toilet** - remove all the stains inside and out of the toilet using a toilet scrub brush. Also clean the seat and under the seat using a strong cleaner.

Cleaning Charges

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refrigerator</td>
<td>$35.</td>
</tr>
<tr>
<td>Stove (exterior)</td>
<td>$25.</td>
</tr>
<tr>
<td>Oven (interior)</td>
<td>$35.</td>
</tr>
<tr>
<td>Bathroom</td>
<td>$40.</td>
</tr>
<tr>
<td>Kitchen Cabinets</td>
<td>$25.</td>
</tr>
<tr>
<td>Trash removal</td>
<td>$25.</td>
</tr>
<tr>
<td>Furniture removal</td>
<td>$30.</td>
</tr>
<tr>
<td>Floors</td>
<td>$50.</td>
</tr>
<tr>
<td>Window blinds</td>
<td>$15.</td>
</tr>
<tr>
<td>Walls, ceilings &amp; trim</td>
<td>$30 Per room</td>
</tr>
<tr>
<td>Carpeting</td>
<td>$50.</td>
</tr>
</tbody>
</table>

Damage Repairs

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holes in walls/ceiling</td>
<td>$20.</td>
</tr>
<tr>
<td>Screens or windows</td>
<td>(actual cost)</td>
</tr>
<tr>
<td>Shades or blinds</td>
<td>(actual cost)</td>
</tr>
<tr>
<td>Smoke/C.O. detectors</td>
<td>$50.</td>
</tr>
</tbody>
</table>

Other Fees

<table>
<thead>
<tr>
<th>Item</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late Departure</td>
<td>$250 per day</td>
</tr>
<tr>
<td>Failure to return</td>
<td>$100</td>
</tr>
<tr>
<td>Abandoned vehicles</td>
<td>$100</td>
</tr>
</tbody>
</table>

*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 10 days prior to vacating online at www.usps.com/umove.

Keys: Vacating envelopes including all keys and forwarding address must be deposited in the key drop box located at your complex. If you need to make other arrangements, please call 203-432-2167.

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

United Illuminating (UI)
1-800-722-5584
www.uinet.com

Southern Connecticut Gas
1-800-659-8299
www.soconngas.com

Comcast Cablevision
1-800-266-2278
www.comcast.com

Verizon
1-877-483-5898
www.verizon.com

Yale Housing Graduate Apartment Vacating Instructions

Yale Housing
420 Temple Street
New Haven, CT 06511
(203) 432-2167
housing@yale.edu
housing.yale.edu