Vacating Instructions

Vacating Checklist
To vacate your room properly, you should:

- Clean your room by removing all of your personal belongings
- Remove trash to appropriate dumpsters or trash cans
- Remove any personal items from storage, kitchens, and bike rooms
- Confirm all University furniture is in the room and assembled
- Close the windows and lock the door
- Return your key to the Resident Coordinator or the Yale Housing Office in Helen Hadley Hall or ES Harkness Hall

Forwarding Mail
Contact your bank, credit card company, magazine company, etc. to have your mail forwarded to your new address as soon as possible.

Security Deposit Refunds
Security deposit refunds are issued to students not returning to Yale Housing. You must vacate your room by the approved check-out date and return your keys. Refunds are posted to a student’s SFAS account, as a credit. Refunds are processed every few weeks over the summer months.

Fees and Deductions Charges
- For students not returning to Yale Housing, Security Deposit deductions will be made for, but not limited to, the following reasons:
  - Each key not returned: $25.00
  - Removal/retrieval/assembly of items from the room or storage: $25.00 per item
  - Missing or damaged furniture: Actual replacement cost
  - Repainting of room (if beyond normal wear & tear or painted other than Yale White): $475.00
  - Excessive cleaning or trash removal required in room or storage areas, including private & semi-private bathrooms: $50.00/hr
  - Other Fees:
  - Late departure (without approval from Yale Housing): $450.00 plus cost of weekly rent.