

# 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.