

Vacating your apartment

- All apartments must be vacated by 12:00 Noon on the contract expiration date.
- All keys must be returned to the GHO during business hours 9 am-4 pm.
- There will be a \$200 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.
- ✓ 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).

Refrigerator	\$35.
Stove (exterior)	\$25.
Oven (interior)	\$35.
Bathroom	\$40.
Kitchen Cabinets	\$25.
Trash removal	\$15. Per room
Furniture removal	\$35. Per item
Floors	\$25. Per room
Window blinds	\$15. Per window
Walls, ceilings & trim	\$30 Per room
Carpeting	\$55. Per room

Damage Repairs

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

Holes in walls/ceiling.....	\$25. 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.....	\$20-\$50

Other Fees

Late Departure	\$200 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.**



utility Numbers

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

Change of Address: Visit the Postal Service web site at www.usps.com/umove to file your forwarding address.

Keys: All keys including mailbox key must be returned to the Graduate Housing Office during business hours, Monday-Friday, 9am-4pm.

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.

AT&T and SBC
1-800-453-7638
www.att.com

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

Southern Connecticut Gas
(203)-787-6121
www.soconngas.com

Comcast Cablevision
(203)-865-0096
www.comcast.com

Verizon
(877)-483-5898
www22.verizon.com

Graduate Housing Office
(203)-432-8270
www.yale.edu/gradhousing



Apartment Vacating Instructions