

# Vacating Instructions

The 2010-2011 academic year housing contract ends on May 29, 2011 at 12PM.

Students need to vacate their room no later than Sunday May 29, 2011 OR the approved check-out date with the GHO to avoid being fined and charged the weekly rate for summer housing. Students who would like to request summer housing, and have not yet contacted the Graduate Housing Dormitory Office, should email [grad.dorms@yale.edu](mailto:grad.dorms@yale.edu) BEFORE April 30, 2011.

## Vacating Checklist:

1. Clean your room by removing all your belongings from closets, desk drawers, bureau drawers, cupboards and from the storage room(s).
2. Place all of your trash in a hallway trash receptacle or in the dumpster adjacent to your dormitory building. There are usually extra bags available hanging from the trash cans.
3. Remove all posters, tape, tacks, etc. from the walls, doors and cupboards.
4. Close your windows but leave blinds or shades open.
5. All furniture items (bed & mattress, bureau, desk & chair, lounge chair, and bookcase (if applicable) are to be in the room and assembled.
6. Remember to remove your bike from the bike storage room or outside bike racks.
7. Remove and/or discard all food items from the kitchen and cupboard areas.

8. Rooms will be inspected after you have left by a Resident Coordinator or Graduate Housing Staff member. The Housing Manager will receive check out forms noting damage, trash left in the room and keys not returned.
  - For students not returning to Graduate Housing, security deposits will be credited to your student Banner billing account (within 4 weeks of your departure) and charges for missing keys, damage or cleaning issues will be charged against that credit.
  - Students returning to housing next fall who do not vacate their room and do not return keys WILL be charged the FULL weekly rate for summer housing.
9. Mail will be forwarded for only 2-3 months. Vacating students can NOT expect to return periodically to their hall and pick up mail. Students must provide a forwarding address to Graduate Housing Office via MyHousing. The GHO will make mailing labels for all students who provide a forwarding address. Students who do not provide a forwarding address will have their mail "returned to sender".
10. Return all keys to your Resident Coordinator or the Harkness Housing Office in a key envelope printed with your name, room number, and the date of your departure.

Blank key envelopes can be obtained at the Graduate Housing Offices, in or near the building's student mailboxes, or at the Resident Coordinator rooms. Keys can be dropped off at any time of the day or night in

the Key Drop Box at the RC Rooms or the Harkness Housing Office.

Central Campus Coordinator Apts.

HHH #105 (1<sup>st</sup> floor)

HGS Room #1300 (13<sup>th</sup> floor of the Tower)

254 Prospect St - Room #7

276 Prospect St - Room #103

## Other Information

Once you return your keys, the privilege of using the residential facilities is no longer available to you, i.e., computer room, recreation areas, laundry services, etc. You will be considered a visitor and your compliance with this transition in status regarding facility usage is expected. Questions or problems regarding any housing charges or deductions should be made within 2 months from the date you vacate your assignment.

## Storage

Only *Returning Students* can store limited belongings in their building's storage areas. (Items must be boxed and clearly marked with your name & room number.) Arrange your belongings safely in the storage rooms so that they take up the minimum amount of space. The storage rooms will be inspected and cleaned during the summer and anything not identified as belonging to a current/returning resident will be discarded. Please contact your Resident Coordinator or the Graduate Housing Office for more information. *ALL items are stored at your own risk.*

## In Room Storage

Students approved for In-Room Storage (if available to you) **MUST** return their keys to the Resident Coordinator of their building (central campus students) or the Harkness Housing Office to receive the reduced housing rate.

# Security Deposit Deduction Charges

For students not returning to housing...

Security Deposit Deductions will be made for, but not be limited to, the following reasons:

Each key not returned:

- \$25.00

Removal/retrieval/assembly of items (including bikes & mattresses) from the room or storage

- \$25 per item

Missing or damaged furniture

- actual replacement cost

Damage caused from stickers, tape, tacky, etc.

- \$50

Repainting of room (if beyond normal wear & tear or painted other than Yale White)

- \$475

Excessive cleaning or trash removal required in room or storage areas and including private & semi-private bathrooms

- \$50/hr



Cleaning Charges: The following costs are the minimum charges. These may be adjusted for

various reasons depending on the severity of the problem. The cost for excessive cleaning will be charged according to material cost and hourly rates. \*Maintenance repairs above the normal wear and tear to the room will be assessed additional charges \*

## Cleaning Charges

Trash Removal:.....	\$25 per bag
Furniture Removal:.....	\$30 per item
Walls, Ceilings, Trim:.....	\$25 per wall
Carpeting:.....	\$100

## Damage Repairs:

(repairs and/or replacements may delay the return of the security deposit until final costs have been determined)

Holes in wall or Ceiling:.....	\$20+
Screens or Windows:.....	Actual replacement cost
Shades or Blinds:.....	Actual replacement cost
Replace Carpets, Fixtures, etc.:.....	Actual cost
Smoke Detectors:.....	\$50

## Missing Furniture (approximate costs)

Mattress:.....	\$150
Bed Frame:.....	\$200
Desk/Table:.....	\$250
Desk Chair:.....	\$75
Lounge Chair:.....	\$100
Filing Cabinet:.....	\$150
Dresser Unit:.....	\$250
Book Shelves:.....	\$250

## Other Fees:

Late Departure:.....\$450 plus cost of weekly rent  
(w/o approval from the GHO)

# Graduate Dormitories



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