What do I need to do to ensure I am reimbursed my full security deposit?

— Written notice to the Real Estate Office of termination/move out date at least 30 days prior to moving out. Once notice is given for those residents with payroll deductions, the resident will need to sign and return to the Real Estate Office a change in rent form to end the rent deduction as of the move out date. **If you fail to give at least a 30-day notice, you will be responsible for paying the full month’s rent.**

— Schedule a “move out” inspection with the Real Estate Office. This must be completed no earlier than 1 week before move-out and to take place once all furnishings/items have been removed from the unit. Once the move-out inspection is completed, the tenant will be required to sign a security deposit release form. The appropriate refunds will be processed within 30 days from the move-out date.

— Contact National Grid for your final reading and have the account put in the name of Williams College. **Do not request to have the service turned off. The cost to reconnect the service will be deducted from your security deposit.**

— If you have gas in your unit, contact Berkshire Gas for your final reading and have the account put in the name of Williams College. **Do not request to have the service turned off. The cost to reconnect the service will be deducted from your security deposit.**

— If you have oil heat, contact your oil provider and let them know you are moving out and to no longer deliver to your unit. We will then contact the company the College has contracted with (O’Connell Oil) and have your unit put on automatic delivery. Please note: have the oil tank filled to the level when you moved in. **If you fail to refill the fuel tank, the cost of the refill, plus the potential cost of an emergency fill, will be deducted from your security deposit.**

— Cancel the telephone, cable and internet service, if you have those services. Do not put those services in the name of Williams College.

— For single family housing residents who pay water/sewer by payroll deduction or by check, any balance due must be paid to bring the account current. **If you fail to pay the balance due, the remaining balance will be deducted from your security deposit.**

— For single family housing residents who are responsible for lawn care, be sure the lawn has been mowed prior to moving out. **If you fail to do so, $100.00 will be deducted from your security deposit.**

— For single family housing residents, be sure to schedule your final trash/recycling pickup. **If you fail to schedule this final pickup, $100.00 will be deducted from your security deposit.**

— Clean the unit including kitchen appliances. The unit should be left in the same clean condition as when you moved in. **If you fail to do so, $200.00 will be deducted from your security deposit.**

— Residents are prohibited from painting walls/ceilings, attaching a wall-mounted TV, replacing light fixtures, or making any alterations to the unit. These types of infractions will result in a charge of $250 to be deducted from your security deposit.

— Remove all personal property leaving no unwanted furniture behind, including window treatments. **If you fail to do so, $200.00 will be deducted from your security deposit.**

— Remove and dispose all perishable items from refrigerator and freezer as well as any items in the cabinets. **If you fail to do so, $100.00 will be deducted from your security deposit.**
— Remove gardens or fencing that you have installed on the unit property. Fill in any holes or reseed the lawn as needed to bring the area back into move in condition. **If you fail to do so, $200.00 will be deducted from your security deposit.**

— Arrange with the Real Estate Office on where to return the house/apartment/mailbox keys. **If you fail to return all keys provided to you, $100.00/unreturned key will be deduction from your security deposit.**

— If the College is subletting your unit for you and you are leaving the unit as furnished or semi-furnished, please be sure to clean the unit, including appliances, and leave the unit move in ready. **If you fail to leave a clean unit, you will be charged the cost of cleaning to be paid by check or deducted from your pay.** Remember that what you leave is left at your own risk. The College does not take any responsibility or liability for items left in the unit.

Initial: ______________ National Grid – 800-322-3223
Berkshire Gas – 800-292-5012
Verizon Fios - 877-685-3944
Spectrum – 866-685-3944