CHECKLIST FOR VACATING COLLEGE RENTAL HOUSING

— 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 tenants with payroll deductions, the tenant 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.

— 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.

— 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.

— 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. Failure to re-fill the fuel tank will result in a charge against 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 tenants who pay water/sewer by check, any balance due must be paid to bring the account current. Failure to do so will result in a charge against your security deposit.

— For single family housing tenants who are responsible for lawn care, be sure the lawn has been mowed prior to moving out. Failure to do so will result in a charge against your security deposit.

— Clean the unit including kitchen appliances. The unit should be left in the same clean condition as when you moved in. Failure to do so will result in a charge against your security deposit.

— Remove all personal property leaving no unwanted furniture behind. Failure to do so will result in a charge against your security deposit.

— Remove and dispose all perishable items from refrigerator and freezer as well as any items in the cabinets. Failure to do so will result in a charge against 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. Failure to do so will result in a charge against your security deposit.

— Arrange with the Real Estate Office on where to return the house/apartment/mailbox keys.

— If the College is subletting your unit for you and you are leaving the unit as furnished or semi-furnished, please 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 Verizon - 800-837-4966
Berkshire Gas – 800-292-5012 Spectrum – 800-892-4357