Family Housing Student Vacating Procedures

*** IF YOU ARE VACATING YOUR APARTMENT PRIOR TO THE END OF YOUR LEASE, you will need to supply the Family Housing Office with proof that you are no longer affiliated with the University in order to be released from your lease. When graduating prior to the end of your lease, you will need to obtain an official letter from the Graduates Office as proof of your degree completion. The letter needs to include the degree completion or graduation date. It may take up to two weeks for the Graduates Office to process your request, please plan accordingly.

To have your security deposit issued, please make sure you have supplied the following information to the Family Housing Office:

- Non-Umass email address
- Forwarding physical address (cannot be a department at UMass or other College/University)
- (If required) Graduates Office degree completion letter

Your security deposit plus interest thereon will be returned to you within thirty (30) days after the termination of the lease less any deductions.

Vacating Procedures, Responsibilities & Apartment Cleaning

Inspections:
An appointment for an inspection should be made approximately ten (10) days before you move-out by calling or emailing Debra Pasiecnik, Housing Operations Assistant. You may reach her at (413) 545-3115, (413) 695-8049 or dpasiecn@umass.edu. In your presence, Debra will conduct the inspection. If the apartment is not found to be in acceptable condition, if possible you will be given the opportunity to correct the situation.

Apartment Keys:
All apartment keys issued must be returned to the Family Housing Office, North Village, C-01. If all the keys are not returned on the vacate date, the locks will be recored. A charge of $50.00 for the first lock plus $10.00 for each additional lock will be charged to your Bursar Bill to recore the lock(s). If you are departing on a weekend or after office hours, the keys should be put in the After Hours Check Out envelope with your name, apartment number, key codes, and key return date and placed in the key return drop box to the right of the C-01 office door.

Mailbox Keys:
USPS Mailbox keys will NOT be accepted back by the Amherst Post Office. We strongly encourage you to return your mailbox keys to the office with your apartment keys.

Personal Property:
All personal property must be removed from the apartment when vacating. If not, such property will be considered to have been abandoned and will be removed and disposed of at the expense of the tenant.

Cleaning:

- Kitchen
  - **Stove & Refrigerator**
    - Pull appliances away from the wall, clean floors and sides of appliances
    - Clean oven and top of stove
    - Lift top of stove to clean under burners
    - Clean inside refrigerator and freezer – leave plugged in
**Counter & Cabinets**
- Wipe and clean all drawers and shelves with a wet sponge

**Garbage Disposal**
- Run disposal unit until no more food particles remain

**Exhaust Hood**
- Wipe the exhaust hood cover clean

**Other Items**
- Wipe down walls with a wet sponge
- Wipe doors clean
- Remove any nails from walls
- Sweep and mop all floors

**Carpets**
- Vacuum all carpets
- If needed, rent and use carpet cleaner to remove severe stains

**Bathrooms**
- Clean sink, tub and toilet inside and out
- Wash wall tiles with a mild all-purpose cleaner
- Empty medicine cabinet and wipe inside and out
- Clean mirror

**Living Room**
- Leave the modem connected to the wall

Please do not forget to shut and lock all windows and doors. **DO NOT** turn off the heat; leave it set at 60 degrees. Turn off all lights. **DO NOT** pull down any window shades.

For questions regarding these instructions, contact Debra Pasiecnik at (413) 545-3115, (413) 695-8049 or dpasiecn@umass.edu

Thank you,
Family Housing