COLLEGE RENTAL HOUSING

GENERAL MOVE OUT GUIDELINES:

Please note: The following general guidelines apply to everyone. We must set a time for a walk through inspection after the house, apartment, or room (and common areas) have been cleaned and before you leave town. The following are some general guidelines that over the years seem to be helpful as you move out. In the past, I typed each individual message or conveyed in person. Hopefully, this will work just as well and more efficiently. Please call me if you have any questions and thank you in advance for your assistance in these matters.

- Please be sure to give me (and Human Resources) your new address and a phone number. When anyone leaves college employment, usually the name and address is very quickly dropped from the system and we have to re-enter this information as a vendor in order to process final paperwork, such as security deposit refunds. I will send Rene Baker an e-mail to give final rent deduction for proper month and instructions on canceling your rent payroll deduction.

- If utilities are in your name, be sure to call the utility companies and give them your new address so they can send the final bill to you. Please do not use the words "turn off", "disconnect" or any other term that would cause them to turn off the utilities. We want them to “transfer” back to the College's name. This should be an automatic process with the gas and electric companies but I have to call the water/sewer company to give them some additional information and they will usually tell you this.

- In order to ensure that you receive full refund of the security deposit, your space, apartment, or house, crawl space, garage (if applicable) needs to be clean with all trash and recyclables properly cleared out and at the street. The refrigerator, cabinets, drawers, oven, stovetop, drip pans, bathrooms, attic, basement and exterior storage space must be neat and clean. (Very important--please leave the refrigerator on and plugged in. If it is turned off or unplugged and the doors remain closed, mold and mildew start to grow very quickly—not a pleasant thought, sight or easily cleaned up.)

- If this is shared space such as the houses assigned the Athletic Department or the Davidson Fellows, everyone should work together to ensure that the common spaces are clean and neat.