



400 AMITY STREET

AMHERST, MASS 01002

FAX: (413) 253-0537

PHONE: (413) 253-2515

Move out Checklist

Dear Tenants:

We have compiled a list to assist you in the move out process. Once you turn in the keys to the office, the maintenance staff will inspect the apartment for damages. The list below is designed to help you understand what is expected of you before you turn in your keys.

THIS WILL ALSO SERVE AS AN ESTIMATE AS TO HOW MUCH IT MAY COST IF YOU DO NOT TAKE CARE OF THESE ITEMS:

- CALL ELECTRIC COMPANY TO GIVE A FORWARDING ADDRESS – (Do not discontinue)
(You must keep your electric on in your name until the end of your lease)
- CALL CABLE COMPANY (to end services)
- CALL TELEPHONE AND GAS COMPANY, IF APPLICABLE (to end services)
- NOTIFY POST OFFICE OF NEW ADDRESS
- CLEAN STOVE/OVEN (\$75.00)
(No food spots may be left)
- CLEAN REFRIGERATOR (\$35.00)
(Includes defrosting freezer)
- CLEAN TOILET (\$25.00)
- CLEAN TUB (\$50.00)
- CLEAN SINKS (\$10.00 each)
- MOP/ SWEEP/ VACUUM ALL FLOORS (\$30.00)
- CLEAN CABINETS AND WIPE DOWN COUNTER TOPS (\$55.00)
- REMOVE ALL BELONGINGS/ TRASH (\$30.00/hr. to remove)
(This includes the apartment as well as any storage area)
Students with a valid UMass, Hampshire College or Amherst College I.D. may use the Transfer Station on a limited basis without a vehicle sticker. Disposal Fees Apply - Cash or Check Only, bulky items as in mattresses are not allowed in the on-site dumpsters/containers.

If you have automatic payments to us, please remember to stop this service.

RETURN KEYS TO THE OFFICE WITH A FORWARDING ADDRESS BY NOONTIME ON THE DAY YOUR LEASE EXPIRES. (There is a charge to change the locks if all of the keys are not turned in) IF THE OFFICE IS CLOSED, YOU SHOULD PUT THE KEYS IN OUR DROP BOX.

Thank you for your cooperation, and we hope your stay with us was enjoyable!