

EDGERTON HOUSE TERMINATION CHECKLIST

The following information is intended to reduce misunderstanding and inconvenience.

RENT- Final payment can be made at the Bursar's Office at 11-120.

KITCHEN&BATHROOM- You are expected to leave the kitchen and bathroom empty and clean. Any items belonging to you in the refrigerator or cabinet/counters in the kitchen or bathroom must be remove/discarded.

KEYS-ALL KEYS ARE TO BE RETURNED TO THE FRONT DESK VIA RESIDENT AND/OR SUBLET. Any keys i.e. apt, mailbox, front door not returned will constitute a fee for lock changes as needed. These fees will **NOT** be refunded if/when any key(s) are returned. If the front desk is closed, place your keys in a marked envelope, specifying your apartment and room number, and slide it under the House Manager's office door. Please note that until keys are returned, you will still continue to be billed for rent. Any keys returned and not embossed with a code will constitute in a fee for replacement of same key.

APARTMENT&BEDROOM- You are expected to leave the bedroom empty and vacuumed. All items must be removed from the wall (pictures, posters, shelves, etc.). All furniture belonging to you must be removed from your room and common areas of the apartment on or before termination date. Any remaining articles will be discarded and will constitute a fee for removal.

CHECKING OUT- The house manager will do an inspection of you apartment and room immediately following your check out to avoid any disputes over damage or cleaning.

STORAGE BIN- For your storage bin combination numbers, see Front Desk Clerk, Monday – Friday (8am – 4pm). Evening, weekend, and holiday desk workers DO NOT have access to this information. Therefore, please plan accordingly. On your move out date, all items (including bicycle) in your assigned storage bin or storage area must be removed. Storing items beyond your move-out date is prohibited. Any items left will be disposed of, and a removal fee will be billed to your Bursars Account. Removal fee will be determined based on number and type of items needing removal.

REPAIR SLIPS- As a courtesy to the next resident, please report any necessary maintenance work to: <https://atlas.mit.edu>

MAIL FORWARDING- Be sure to notify any USPS Post Office or visit www.usps.com (In addition to the Bursar's and Registrar's Office) of your new forwarding address. The Manager, front desk and/or Housing Office cannot forward your mail. **Also, NO MAIL or PACKAGES will be held once you are gone.**

PARKING- To cancel space, return Parking Sticker to Parking Office at E32-105.

LOADING DOCK USE- Just, a reminder that if you plan to utilize the Loading Dock Area or Fire Lane on your move out day please keep in mind that it's a first come first serve basis, there's **NO RESERVING** in advance for either space. This will avoid the possibility of blocking any vehicles. **(TO ALLOW FIRE TRUCKS TO ENTER IN CASE OF AN EMERGENCY).**

MOVING OUT TIPS

REMINDER....

If you are scheduled to move out in the near future, all apartment keys must be returned **DIRECTLY TO THE FRONT DESK BEFORE 12 MIDNIGHT ON YOUR SCHEDULED MOVE OUT DATE.** (Apartment keys **SHOULDN'T** be left on top of the front desk counters).

FURNITURE REMOVAL

If a resident wants to sell or transfer their furniture to another resident, it's solely their responsibility to find storage for same until their scheduled move in date. All furniture items must be removed from the apartment and building at time of move out.

We do not have any storage space nor provide a dumpster for furniture disposal. Furniture being stored in the common areas of the apartment is prohibited due to fire safety reasons and needing accessibility to the apartment to provide an appropriate turn over i.e. maintenance and other contracted work needed in the apartments.

COMPUTER MONITORS

If you have any computer monitors to dispose of, there will be a bin to dispose of any computer monitors. LOCATION OF THIS BIN WILL BE IN A BUILDING, FIRST FLOOR NEXT TO MAIN TRASH ROOM INSIDE HALLWAY NEAR LOADING DOCK DOOR.

RESOURCES FOR DONATION CENTERS

1. Junk-It
www.1800gotjunk.com
1-800-GOT-JUNK
2. Good Will www.goodwillmass.org
1-888-828-GIVE (4483)
Call for Pickup and Delivery Times

LOADING DOCK/FIRE LANE USE

PLEASE NOTE: Loading dock areas are for loading the truck or other vehicle. Do not park your vehicle in these areas while you are packing boxes in your apartment. To accommodate all residents for use of these areas, only park your vehicle TO LOAD ONLY!

You must check with the Front Desk Clerk/Desk worker before accessing to these areas. Please be aware the Fire Lane use can **only** be used during the move out period. It is limited to **two hour per move out**. The loading dock is available for use at any time.

Wishing everyone a smooth transition during their moving period and hope you enjoyed your residency at Edgerton House.

Take Care & Best of Luck with your Future Endeavors,

Trudy Morris, House Manager
And Graduate Housing Office